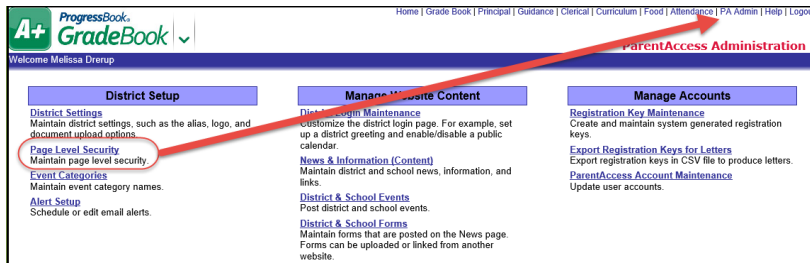# Contact Editing in ParentAccess

Configure Editing

- Individual Contact records are marked as Publicly Viewable.

- Each Contact Type is marked as Publicly Viewable.

- Contact Editing is turned on in ParentAccess.

Notes:

- Contacts are a live read from StudentInformation to GradeBook and ParentAccess
- The above settings only affect ParentAccess, all contacts are viewable in GradeBook, regardless if they are marked Publicly Viewable or Contact Editing is turned on in ParentAcccess
- Changes made in ParentAccess to contacts are immediately reflected in StudentInformation and GradeBook and vice versa.

Link ParentAccess Accounts to StudentInformation Contacts

You can link ParentAccess accounts to StudentInformation contacts. This will help you identify which contact is using a specific ParentAccess account. You can also manage security access to viewing and editing contact information in ParentAccess.

Link ParentAccess Accounts

You can search for ParentAccess accounts going to **ParentAccess Account Administration** - **ParentAccess Account (old)** or **ParentAccess Accounts** screens.

ParentAccess Account Administration – ParentAccess Account (old)
   StudentInformation > Management > District Administration > ParentAccess Account (old)

The ParentAccess Account Administration screen displays a listing of the ParentAccess accounts for the district in context.

Note – The Active column is for display only and cannot be edited.

To include both Active and Inactive ParentAccess accounts in the list, select the **Show Inactive ParentAccess Accounts** checkbox.

To search for a specific ParentAccess account, enter all or part of the account name or user's name in the **Find by name** field and then click **Search**.

To view more details about the ParentAccess account, click on the ParentAccess Account. This will bring you to the new **ParentAccess Accounts** screen.

ParentAccess Accounts

StudentInformation > Management > District Administration > ParentAccess Accounts

To search for a specific ParentAccess account, enter all or part of the account name or user's name in the search box and then click **Search**.

To filter the listing, you can click on the thumbtack next to the search box and select criteria. Also, you can choose to Include Inactive ParentAccess Accounts.

The details include the Student Name, School, Grade, Contact Name, UserName, Email and Contact Type.

The Active icon (green dot) is for display only and cannot be edited.

In the header row, when the ParentAccess Account is linked to a contact, the Username displays in blue with a green link next to it. When the ParentAccess Account is not linked to a contact, the Username displays in black with a red open link.

To link the ParentAccess account to a contact, click on the red open link on the header row or in the Username column of the details section. A **Link Account To Contact** window displays.

From the header row, when you click on the red open link, all contacts associated with the student appear as options.

From the details section, when you click on the red open link next to a contact name, only that contact associated with the student appears.

From the available contacts, in the row of the contact you want to link to the ParentAccess account in context, click **Link**. The screen refreshes and displays **Success! The account was Successfully Saved.** Then the ParentAccess Account shows the username in blue with a green link to indicate it is linked.

Only one contact can be linked to one ParentAccess account at any time. To change the linked contact, you must first unlink the current contact and then choose a new contact to link.

Unlink ParentAccess Accounts

To unlink a ParentAccess account, on an existing linked account, click on the green link. The **Unlink Account** window displays. Click **Yes, Unlink Account**. The ParentAccess Accounts screen refreshes and no longer shows a linked account. You can now link the ParentAccess account to a different contact.

Edit ParentAccess Account Security Access

You can grant/remove permissions for a ParentAccess account to view/edit a student's contacts data through the **ParentAccess Accounts** screen. This determines which contacts the ParentAccess account holder can view and/or edit through their account.

On the ParentAccess Accounts screen, click on the blue username in the header or details section.
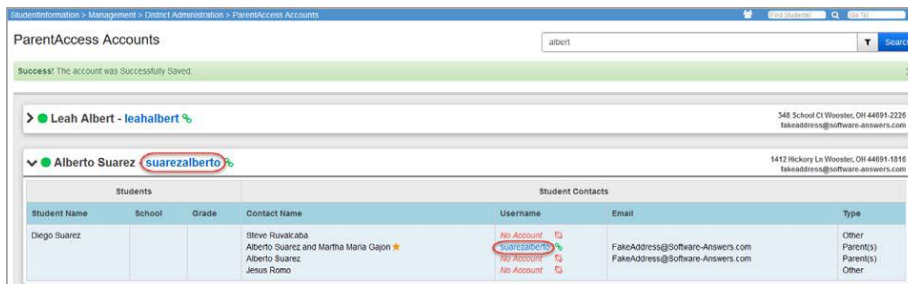
The **Account Permissions** window displays.
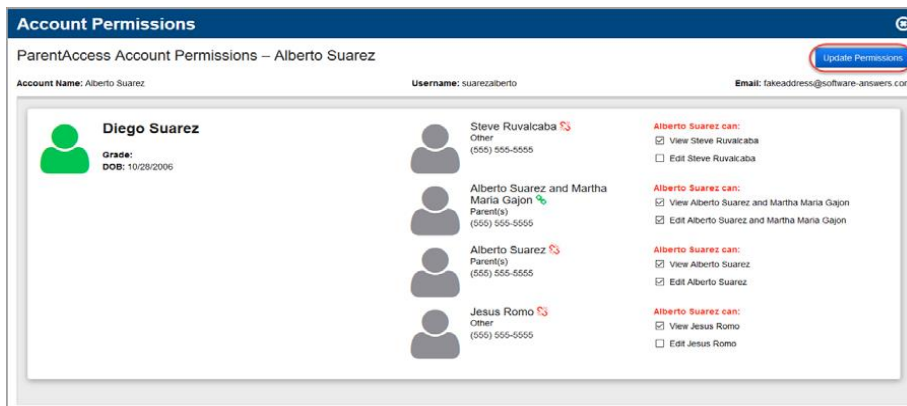
For each associated contact, you can select the checkboxes to indicate which associated contacts the ParentAccess account in context can view and/or edit through ParentAccess.

Note: If you select **Edit,** you must also select **View** in order to grant the ParentAccess account Edit permissions.

To remove permissions for the ParentAccess account in context, uncheck the appropriate View/Edit checkboxes corresponding to each contact.

After granting/removing the permissions, click **Update Permissions** to save the changes.