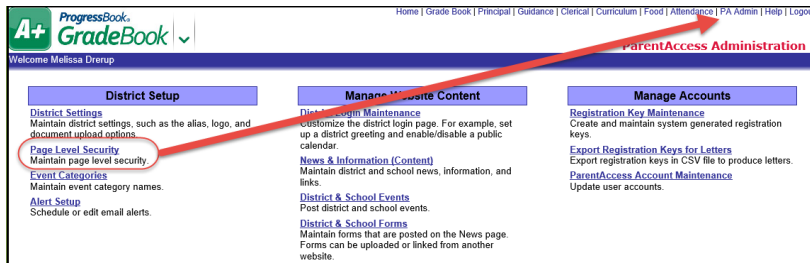


Contact Editing in ParentAccess

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.



Family	GradeBook	Parent	Student
Alerts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Student Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset Student Password	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Profile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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 ParentAccess
- 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.

ParentAccess Account Administration

☐ - Show Inactive ParentAccess Accounts

Find by name: arthur [Search](#)

Active	ParentAccess Account	Name	Email	Contact
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				

Page 1 of 1

1

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](#)

ParentAccess Accounts

Search...

Search

Use the search box to search for 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.

Drew

Search on the following criteria

☒ Username

☐ Last Name

☐ First Name

☐ Address

☐ Email

☐ Include Inactive ParentAccess Accounts

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

ParentAccess Accounts						
drew						
Drew						
Norwood, OH 45212-2519 drew@gmail.com						
Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Charles	N001	11	Robert	No Account	robert@gmail.com	3RD CONTACT
			Beth	No Account	beth@gmail.com	2ND CONTACT
			Mary Sue	No Account		4TH CONTACT
			Drew	Drew	drew@gmail.com	1ST CONTACT


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.


StudentInformation > Management > District Administration > ParentAccess Accounts

ParentAccess Accounts

albert Search


▼ ● Leah Albert - leahalbert  ← Linked Account 348 School Ct Wooster, OH 44691-2226
fakeaddress@software-answers.com

Students			Student Contacts			
Student Name	School	Grade	Contact Name	Username	Email	Type
Dylan Albert	WOJH	06	Nick Carreon	No Account \$	FakeAddress@Software-Answers.com	Step Parent
			Leah Albert ★	leahalbert 	FakeAddress@Software-Answers.com	Shared Parenting
			William Albert	No Account \$		Shared Parenting

► ● Alberto Suarez - suarezalberto  ← Unlinked Account fakeaddress@software-answers.com

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.

▼ ● Alberto Suarez - suarezalberto 

Link Account To Contact

Select a contact to link to account suarezalberto

Contact Name	Contact Type	Email	Phone	
Steve Ruvalcaba	Other		(555) 555-5555	Link
Alberto Suarez and Martha Maria Gajon	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Alberto Suarez	Parent(s)	FakeAddress@Software-Answers.com	(555) 555-5555	Link
Jesus Romo	Other		(555) 555-5555	Link

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.

Contact Name	Username
Steve Ruvalcaba	No Account \$3
Alberto Suarez and Martha Maria Gajon ★	No Account \$3
Alberto Suarez	No Account \$3
Jesus Romo	No Account \$3

Link Contact to Account

Select an account to link to contact **Alberto Suarez and Martha Maria Gajon**

Username	First Name	Last Name	Email	
suarezalberto	Alberto	Suarez	fakeaddress@software-answers.com	Link

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.

Unlink Account

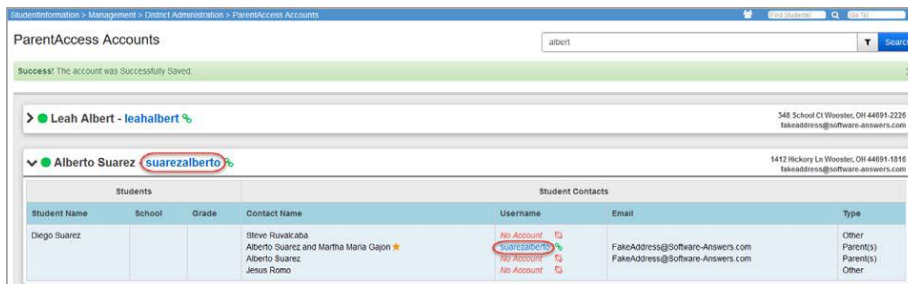
Unlink account **suarezalberto** from contact **Alberto Suarez and Martha Maria Gajon**?

[Yes, Unlink Account](#)

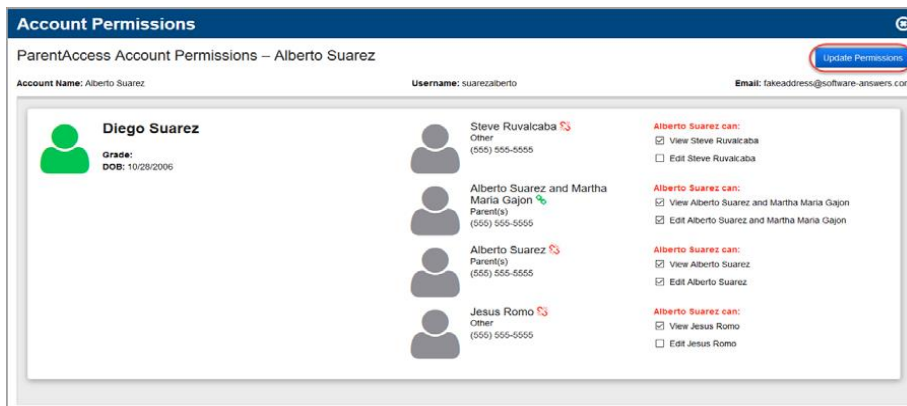
Edit ParentAccess Account Security Access

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.