Student Contacts

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Existing Contacts

Before creating a new contact, we recommend you search PowerSchool to see if the contact already exists. If it does, you can tie the student(s) to it.

From the **Start Page** change the **Search Filter** to **Contacts**. You can change the filter is needed.

Click on the **Name** of the Contact.

Under **Students** select **Add Students**

In this screen confirm the **Active** check box is checked in.

A pop up on the right will appear to search for the Student. It Defaults to search by **Last Name**. You can click **View Field List** to search by different fields.

Select the Student by clicking the **Check Box** next to the **Student's Name**. Select the correct relationship under **Relationship to Student**. If the contact needs **Parent Portal** access to the student and their account already exists select the check box for **Data Access**. Click **Submit** to apply your changes.

If their **Parent Portal** account isn't active the check box for **Data Access** will be grayed out.

If this contact is in need of a **Parent Portal Account** under **Web Account Access** select **Add Account**.

Only fill in the fields highlighted then select **Ok** to save the changes.

The **Password** entered is just a temporary password until the user signs in for the first time.

If their account already exists but they can't sign in, you can also update **ANY** log in information tied to the account in this screen.

New Contacts

From the **Start Page** search the student. On the left hand-side menu under

Information select **Contacts** then select **Add**.

Search to see if the contact already exists. If it does, check in the the **Check Box** next to the **Contact's Name**. Select the correct relationship under **Relationship to Student**. If the contact needs **Parent Portal** access to the student and their account already exists select the check box for **Data Access**. Click **Submit** to apply your changes.

If their **Parent Portal** account isn't active the check box for **Data Access** will be grayed out.

If the contact doesn't exist, select **New Contact**.

Under **Demographics** fill in the information needed.

If this contact is in need of a **Parent Portal Account** under **Web Account Access** select **Add Account**.

Only fill in the fields highlighted then select **Ok** to save the changes.

The **Password** entered is just a temporary password until the user signs in for the first time.

Under **Students** select **Add Students**.

A pop up on the right will appear to search for the Student. It Defaults to search by **Last Name**. You can click **View Field List** to search by different fields.

Select the Student by clicking the **Check Box** next to the **Student's Name**. Select the correct relationship under **Relationship to Student**. If the contact needs **Parent Portal** access to the student and their account already exists select the check box for **Data Access**. Click **Submit** to apply your changes.

If their **Parent Portal** account isn't active the check box for **Data Access** will be grayed out.

Under **Phone Numbers, Email Addresses** and **Addresses** select **Add**.

Fill in the fields with the information you have.

Please note if any data isn't filled/updated it will impede future outreach to a student's contacts.

Remember to **Submit** at the bottom right of the page.

Relationship and Flagged Categories

From the **Start Page** search the student. On the left hand-side menu under **Information** select Contacts.

Click the **Pencil Icon** on the right for the **Contact** that the information is being added on.

Under **Active** confirm everything is filled in for this contact then **Submit**

If the contact needs **Parent Portal** access to the student and their account already exists then under **Data Access** enable access and set email notification preferences then **Submit**.