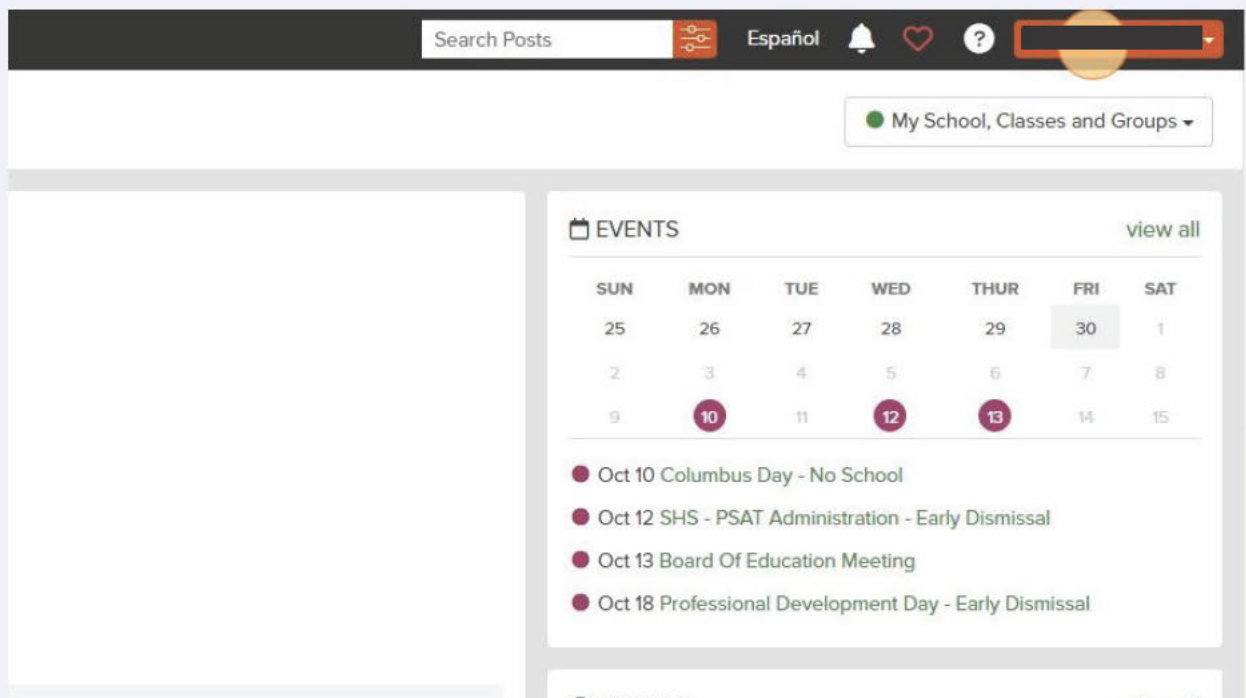


Parentsquare Workflow

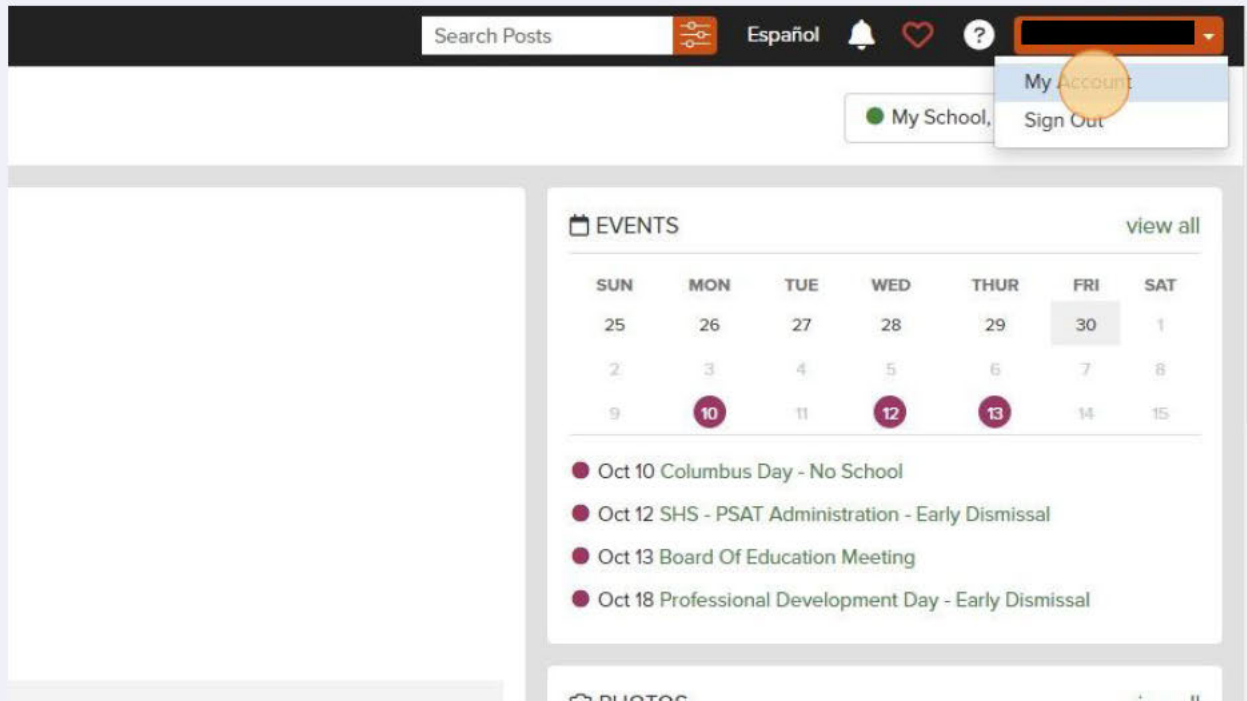


1 Log into ParentSquare: <https://www.parentsquare.com/schools/6176/feeds>

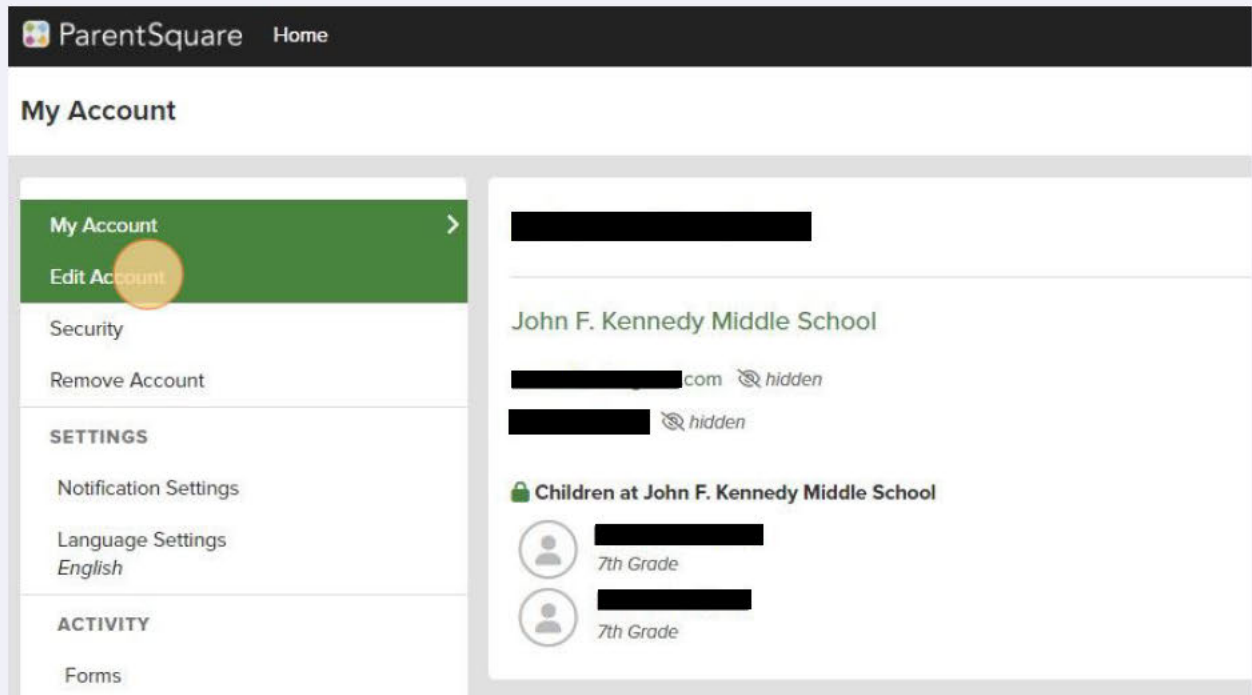
2 Click on your name in the upper right corner.



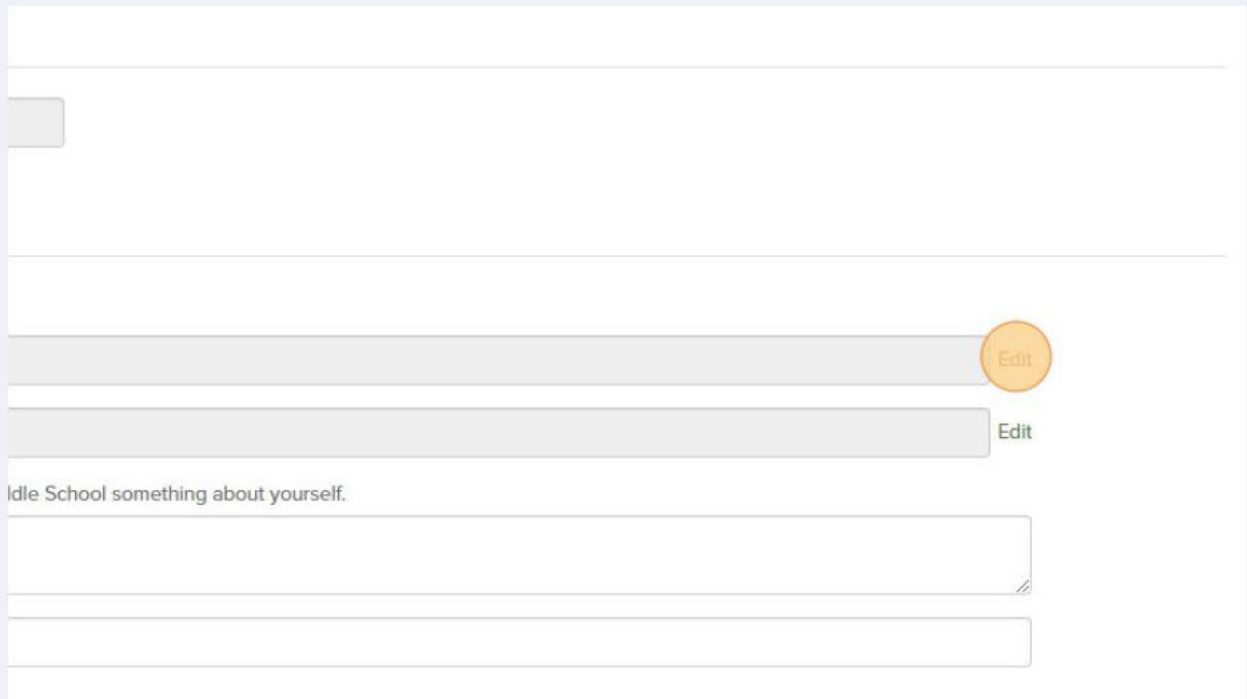
3 Click "My Account"



4 Click "Edit Account"

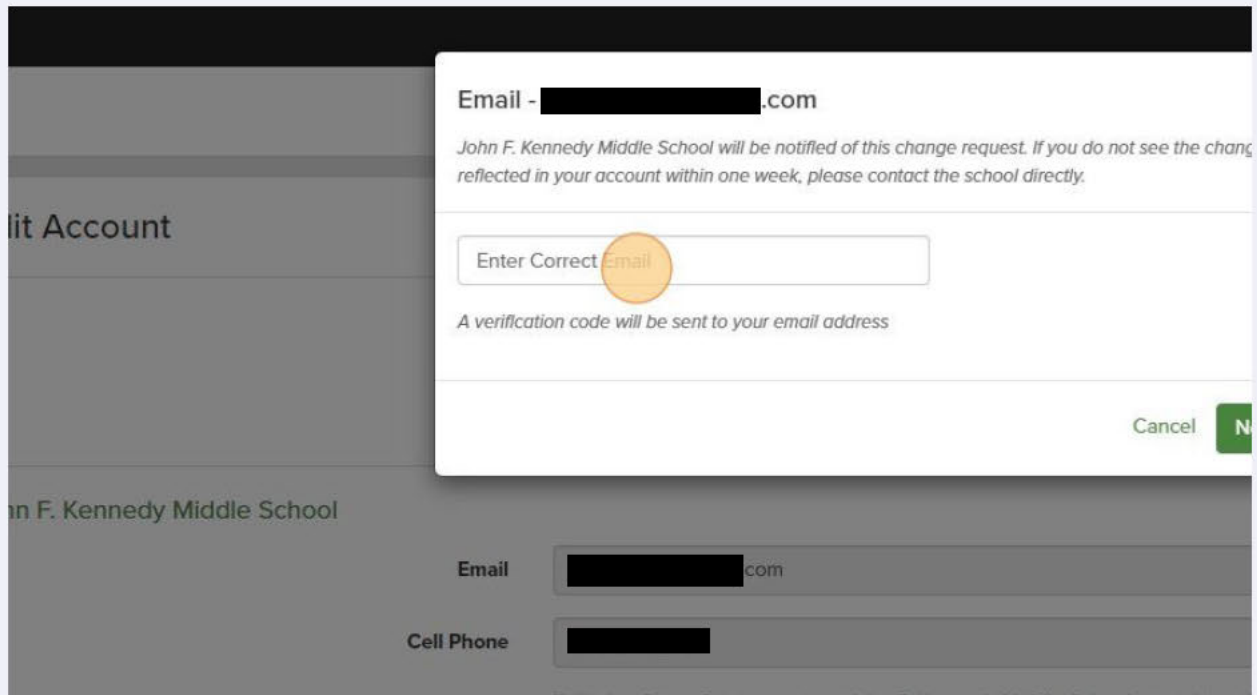


5 Click "Edit" for your email, phone, or both.



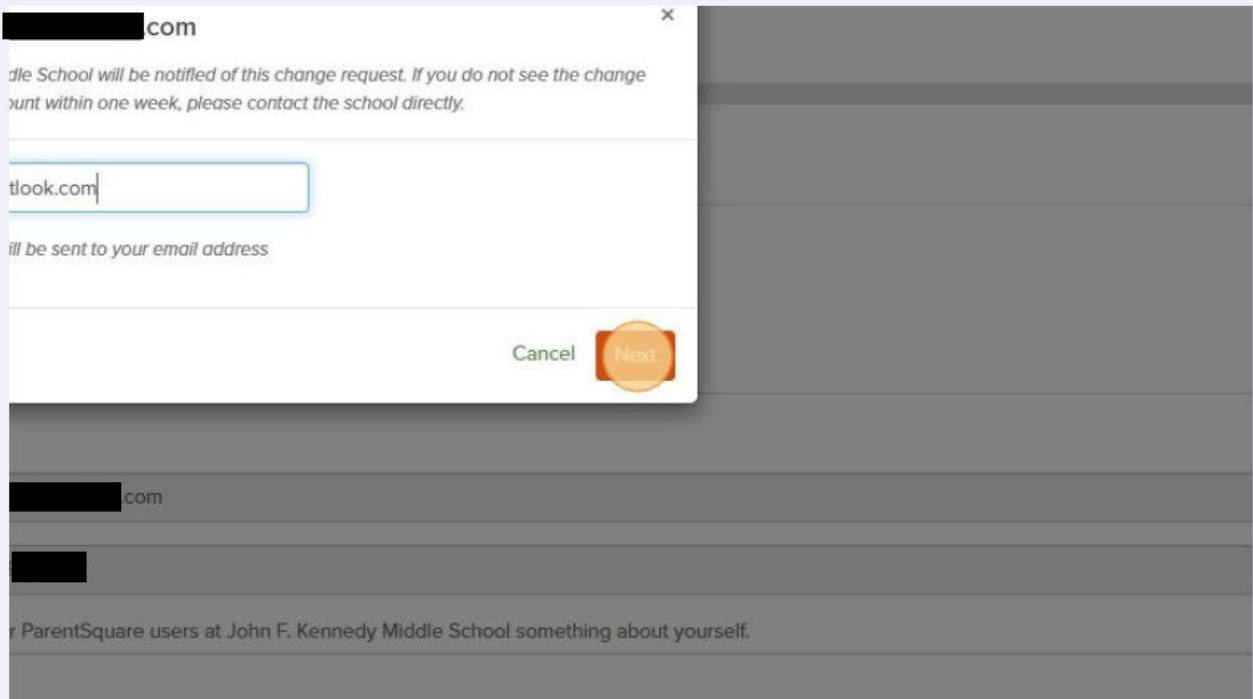
A screenshot of a user profile page. The page contains several text input fields. The top field is empty. Below it is another empty field. The third field contains the text "Idle School something about yourself." To the right of the second and third fields is a yellow circular button with the word "Edit" inside. Below the third field is another empty field. The page has a light gray background.

6 Type the correct information in the text box.

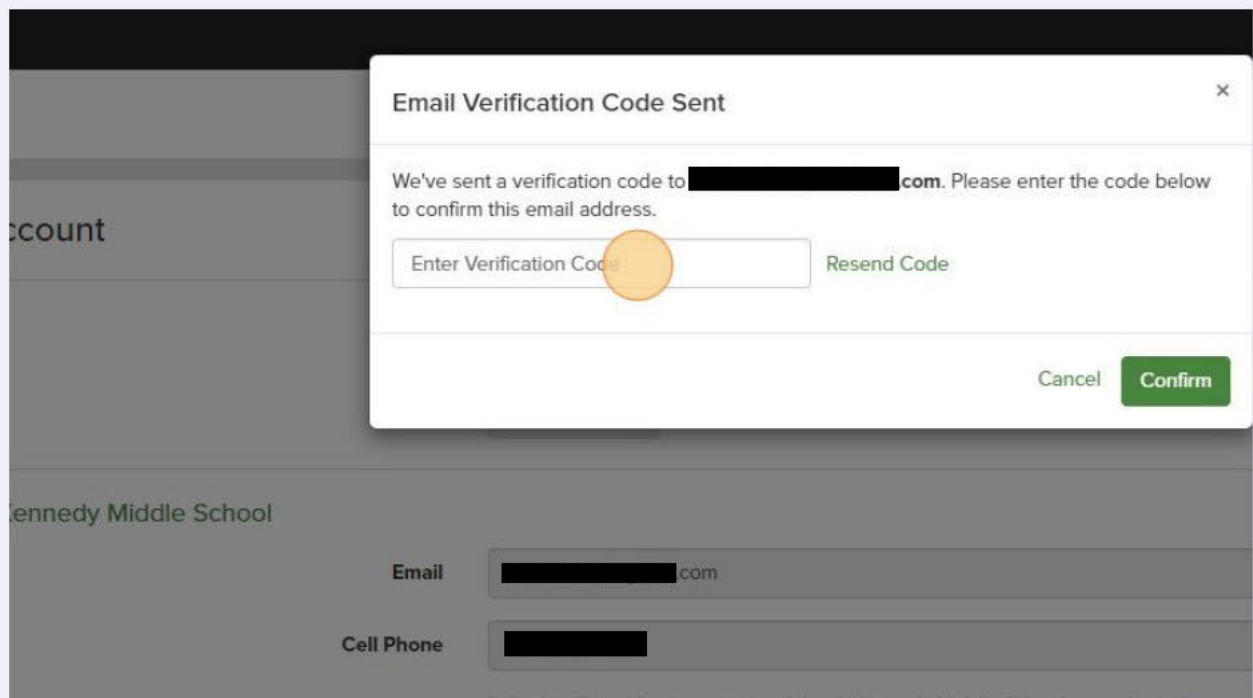


A screenshot of a verification modal for email change. The modal is white and has a title "Email - [redacted].com". Below the title is a paragraph of text: "John F. Kennedy Middle School will be notified of this change request. If you do not see the change reflected in your account within one week, please contact the school directly." Below the text is a text input field with the placeholder text "Enter Correct Email". Below the input field is a paragraph of text: "A verification code will be sent to your email address". At the bottom right of the modal are two buttons: "Cancel" and "Next". The background of the page is dark gray and shows a "Edit Account" section with fields for "Email" and "Cell Phone".

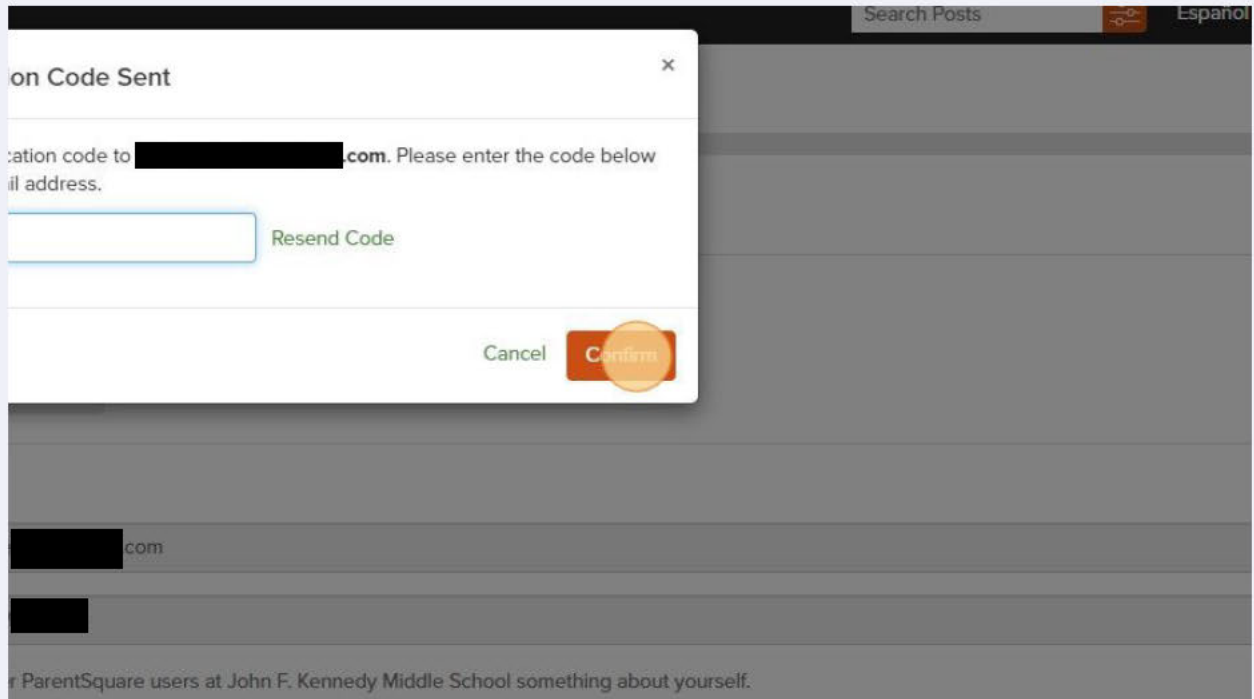
7 Click "Next"



8 You will receive a code at the new email address. Once you have that code, enter it in the text box.



9 Click "Confirm"



10 You will see "Correction Pending" once this has been submitted.

