



WATERLOO CENTRAL SCHOOL DISTRICT  
109 Washington Street, Waterloo, NY 13165

Dear Families,

Waterloo CSD uses the ParentSquare app and website to communicate with families. ParentSquare provides a simple and safe way for everyone at school to connect using a single unified platform.

**With ParentSquare you'll be able to:**

- Receive district and classroom communication via app, email, or text messages
- Customize your notifications (app/email/text) however you wish
- Message all your child(ren)'s teachers in one location



**Step #1: Activate your Account (if one doesn't exist already)**

- You should have received an invitation (email or text) to join ParentSquare. Please click the link to activate your account. It takes less than a minute.
- If you no longer have access to the invitation email, go to <https://www.parentsquare.com/signin> and Sign up using your email or phone number. This will send an automated email for password reset.
- Once the account is activated, you will log in with the email/phone number and password for future access.

**Step #2: Download the free app**

If you own a smartphone, visit your app store to download the ParentSquare app:



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**Step #3: Bookmark the website**



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Bookmark the following website on your computer or mobile device:

<https://www.parentsquare.com/signin>

Please note, we are using your email addresses and cell phone numbers you've already provided to us. If a change is needed, please contact the main office in your child's school ASAP so we can update our records:

**Elementary:**

Skoi-Yase Primary Office 315-539-1520

LaFayette Intermediate Office 315-539-1530

**Middle/High:**

Middle School Office: 315-539-1540

High School Office: 315-539-1550

**Additional measures to protect your ParentSquare account**

ParentSquare is releasing a new security feature, **Password Monitor**, to protect you and our community from hacking attempts by enforcing safe and secure passwords wherever possible. When signing in to ParentSquare or changing your password in a browser or mobile app, some of you may receive a version of the following alert. Please follow the instructions on the screen to set a more secure password for your account.

*"**Password Reset Required** - We detected that your password was exposed in a breach at another company. As a precaution, we do not allow this password to be used to sign in to your account."*

If you have any questions or experience technical issues with ParentSquare, for the quickest response, please send an email to <mailto:helpdesk@waterloocsd.org> so we can follow up with you individually.