



To the Parents/Guardians of: Jane Tested  
Student Number: 361295

Dear Parent/Guardian:

Welcome to SchoolLinks! SchoolLinks is the college and career readiness platform we use to prepare students for what comes after graduation. SchoolLinks helps students discover their interests and strengths, explore colleges and careers, and create plans that best reflect their post-secondary goals.

Below are instructions on how to create and activate your parent/guardian account in SchoolLinks.

Visit <http://app.schoollinks.com/claim-student>

There are two log in options:

Option 1 - This is your first time on SchoolLinks

-OR-

Option 2 - You have already created an account and need to log in

### **Option 1: This is your first time on SchoolLinks**

Click the Create a Guardian Account option.

From here, you can use Google or LinkedIn Single Sign-on, or create an account using a Phone or Email and Password.

If using an Email and Password, fill out the necessary information on the screen, and then click Continue.

**Proceed to Claiming Your Student**

### **Option 2: You have already created an account**

Click the Log in to your Guardian Account option.

From Guardian, Alumni and Professional Users tab, you can use Single Sign-on or sign in using a Phone/Email & Password.

**Proceed to Claiming Your Student**

### **Claiming Your Student**

Once you are logged in or an account has been created, enter the claim code exactly as it is listed once you click Verify Claim Code. Here is your Parent/Guardian Claim Code for this student: XX99YY88ZZ77

After entering your claim code, it will show you the name of the student you are claiming and ask you to give your relationship to the student. Click Save Relationship.

It will now show that you have claimed your student! You may now either click Claim Another Student to repeat the claim process with another letter containing another claim code or Continue to Dashboard if you are done claiming students for now.