



# How to Activate StudentSquare



# CONTENTS

*Click on a topic to skip to that section*

[Step 1: What is StudentSquare?](#)

[Step 2: 3 Options to Receive Messages](#)

[Step 3: Activating Your Student Account](#)

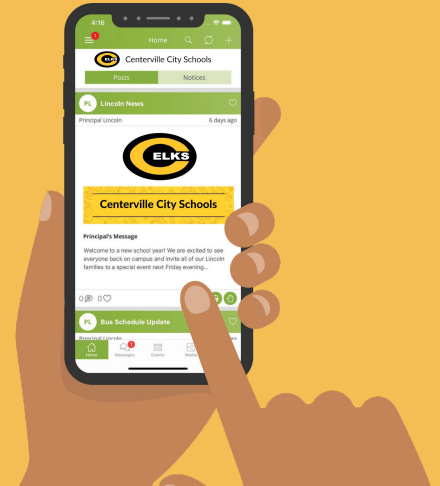


# STEP 1

What is StudentSquare?

# What is StudentSquare?

- As part of our partnership with ParentSquare, we also have access to **StudentSquare** for our middle and high school students.
  - This can be used as a way to share school-wide announcements, as well as for coaches and club advisers to distribute information to their members.
- **IMPORTANT: Teachers will continue to use Google Classroom to communicate classroom assignments to students.**





# STEP 2

3 Options  
to Receive Messages

# 3 Ways to Receive Messages

## OPTION 1: EMAIL

- All students in grades 6-12 are **automatically** subscribed to their school's student list and any groups they are members of using their school email address.
  - As students are added to club or athletic groups, they will receive those messages in the school email as well.
  - Students **DO NOT** have the option to change their email address from their school account to a personal email account.

# 3 Ways to Receive Messages

## OPTION 2: STUDENTSQUARE APP

- With parent permission, students can download the StudentSquare free mobile app.
  - The app is available for both [iOS](#) or [Android](#).
  - The StudentSquare app works exactly like the ParentSquare app – it just has a different name.

# 3 Ways to Receive Messages

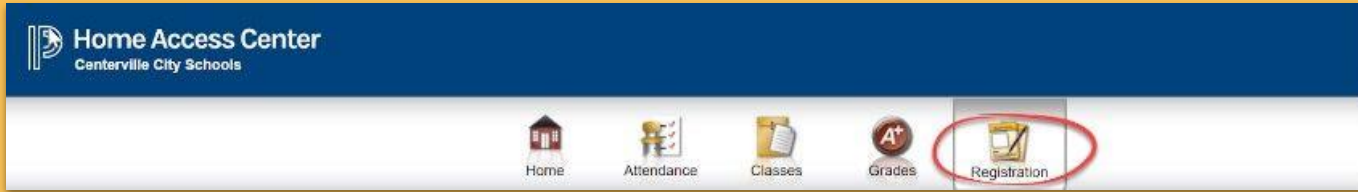
## OPTION 3: TEXT MESSAGES

- If you prefer for your child to receive text notifications, a parent/guardian may submit the student's cell phone number through the Home Access Center by following the instructions on the next slides.
  - Please note that phone numbers in StudentSquare are **not visible** to anyone except the students. They are only used by the system to send the text notifications.



# Sign Up for Text Messages

- Log into your parent/guardian account in the [Home Access Center](#) and click on the **Registration** icon.



- Scroll down to **Contacts** and click on the **Edit** button on the right side of the page.



# Sign Up for Text Messages

- In the pop-up window, enter your child's cell phone number in the **Cell** field.
- Be sure to click **Save** when you are finished! The phone number will automatically update in StudentSquare overnight.

HomeAccess - Google Chrome  
https://hac.centerville.k12.oh.us/HomeAccess/Content/Student/updateContacts.aspx

**Update Select Contact Information** Save Cancel

Contact the office in case there is other information to be updated.

Student:  Email:

Type	Phone Number		Ext.	Listing Status
Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Home:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mobile:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Other:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Pager:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Work2:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>



# STEP 3

Activating Your  
Student Account

# Activating Your Student Account

- Once you have decided how your student will receive messages and waited until their cell phone number has been uploaded to the system (if using this option), navigate to [Centerville's ParentSquare website](#) or open the StudentSquare app on your child's phone.
- Your student will be asked to verify their school email address and cell phone number (if using this option).
  - A confirmation code will be sent to their email and/or cell phone.
  - After activating their account, your student can visit My Account > Notification Settings to adjust the frequency and type of messages they receive.

# Questions?

- If you have any issues with your StudentSquare account, please reach out to Sarah Swan, Community Relations Specialist, at [sarah.swan@centerville.k12.oh.us](mailto:sarah.swan@centerville.k12.oh.us)