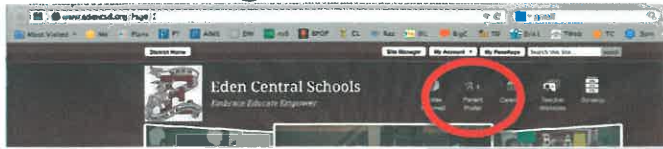# Parent Directions to Update Email Addresses and Contact Information in Parent Portal

1. Please log in to Parent Portal from www.edencsd.org

Eden CSD's Parent Portal

Lucinda Karstedt,
Director of Information Technology
Chief Information Officer

Access Parent Portal

PowerSchool

Parent Sign In

Select Language
English

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

Please note: when signing in, Usernames are not email addresses. Passwords also must be changed every year, when prompted. If you are having trouble logging in, please use the link provided under the sign in area. If that does not help, please contact the main office of your child's school.

If you have never logged in, you will need an instruction sheet to create a new account. This sheet is provided by your child's school. If you do not have this sheet, please contact the main office of your child's school.

2. Please update information (there are 2 places)

A.   First, please check the email address in **Account Preferences**. This email is the email that Powerschool defaults to (the teacher's gradebook uses this address when a teacher sends an email through their gradebook).

Navigation
- Grades and Attendance
- Last Year Report Card
- Grade History
- Attendance History
- Email Notification
- School Bulletin
- Access Logs
- Demographic Change
- Honor Roll
- My Schedule
- School Information
- Account Preferences

Profile | Students

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:

Last Name:

Email: jdoe@null.com

Select Language

Username:

Current Password:

Cancel   Save

B. Next, please make sure you have updated all contact information in **Demographic Change.**

Demographic Update

- All demographic changes will have a 24 to 48 hour processing time. Any demographic changes that need immediate attention we ask that you notify your child's school so they are aware of the upcoming change.

- The 6 indicated phone numbers below are used with our Automated Phone Message System.
  If any of the parental numbers are blank, the Contact 4 "Phone 1" number will be used in it's place.
  Additionally, all 6 phone numbers will be called in the event of an emergency, such as snow days.

- Please put REMOVE for any information that you want to have removed.

	On file with the school	Please make your updates
Name (last,first MI)		If you make changes, please use the suggested formats.
Address		
Home Phone		000-000-0000 *Used in Automated Phone Message System.*
Mailing Address		

Contact 1 - Parent/Guardian residing with student

Name		Select Title
Relationship	Father	
E-mail		
Work Phone		000-000-0000 *Used in Automated Phone Message System.*
		000-000-0000

C. One last place to make sure email address is correct is in **Email Notification.**

Navigation

Grades and Attendance
Last Year Report Card
Grade History
Attendance History
Email Notification
School Bulletin
Access Logs
Demographic Change
Honor Roll
My Schedule
School Information

Email Notifications:

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.

How often?	Weekly
Email Address	sschnaufer@edencsd.wnyric.org

Additional Email Addresses

(separate multiple email addresses with commas)

- Apply these settings to all your students?
- Send now for Matthew?

Submit

This section is for receiving regular email updates from your child's teacher's gradebook. The primary email address is pulled from **Account Preferences,** but you have the option to add additional email addresses to have the emails sent to. You can also choose how often you want these emails sent to you here.