# **Onboarding for Guardians**



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#### **Getting Started**

To complete this process, you will need to be <u>invited by your Student</u> or their Counselor with a "claim code" to associate a student to your account.

Visit <a href="http://app.schoolinks.com/claim-student">http://app.schoolinks.com/claim-student</a> as mentioned in the claim instructions sent by your student or their counselor.

You have two options for login:



#### Option 1:

This is your first time on SchooLinks

-OR-

Option 2:

You've already created an account and need to log in

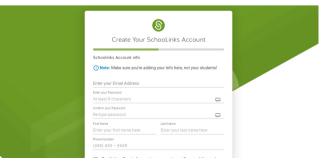
## **Option 1: This is your first time on SchooLinks**

Click on Create a Guardian Account box. 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 this screen, then clicking Continue.

Proceed to Claiming your Student





### Option 2: You've already created an account

Click on Log in to your Guardian Account option if you haven't already.

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're logged in or an account has been created, enter the claim code provided by your student or counselor exactly as it was given. Click Verify Claim Code.

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

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





