

Completing Required Forms and Documents in Parent Access

You can access the Parent Access from any computer or mobile phone that has internet access.

1. Click on this URL to go the Parent Access Website: <https://parents.ewingboe.org>
 - If that doesn't work, copy and paste it into your browser search box.
2. Log into Parent Access by entering the User Name and Password provided to you, then click on the Login button.

To fill out required forms:

3. Navigate to the Forms Library by selecting Forms on the left side of your screen. You *must* respond to the ones that say "Required for Access." Click on the [name of the form](#). The form will display so you can respond or update each question as needed.
 - If you need to view the screens in a language other than English, click on the "Select Language" dropdown list in the bottom right corner of the screen and select the language.
4. When you are done filling in the form, click the **Update Answers** button. You will then see this popup box asking you to "Finalize" your response. Click on the checkbox, and then click on "Update Answers." You may need to click on "Update Answers" more than once. Until you do this, the form will not show as completed, and the data will not be sent to Genesis.

' checkbox and a blue 'Update Answers' button at the bottom. The right screenshot shows a blue header 'Confirmation' with a close button. Below it, a green question mark icon is next to the text 'Are you sure you want to finalize this form?'. At the bottom are green 'Submit' and blue 'Cancel' buttons."/>

WARNING: Finalizing the form is a legal acknowledgement that the answers you have provided are accurate.

5. When you have responded to all of the required forms, you'll need to do the same for all of your children. To switch between children, click on the "Select Student" dropdown box near the top right of the screen. Then click on the student you want to view.

To respond to required documents:

6. To read a document, click on the [blue title of the document](#). While you are viewing the document, you may print it, or you may also save it to your computer.
7. Log out of Parent Access by clicking on the **Logout** button at the bottom of menu sidebar on the left side of the screen. This is important to protect your account and information about your child.

Questions? Contact the school main office.