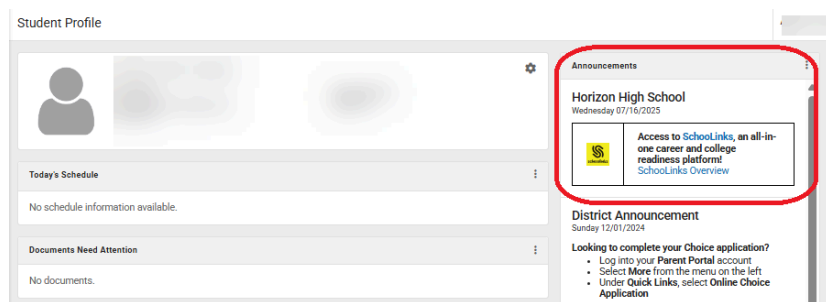


SchoolLinks Parent & Guardian Login Guide

1. Login to the **IC Parent Portal Home Page** with your parent email account.

You can access SchoolLinks through the **Announcements** section on the top right.

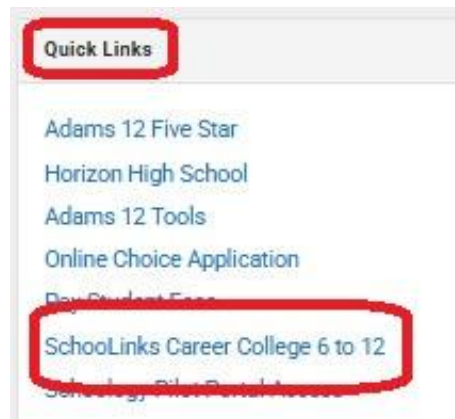


Or

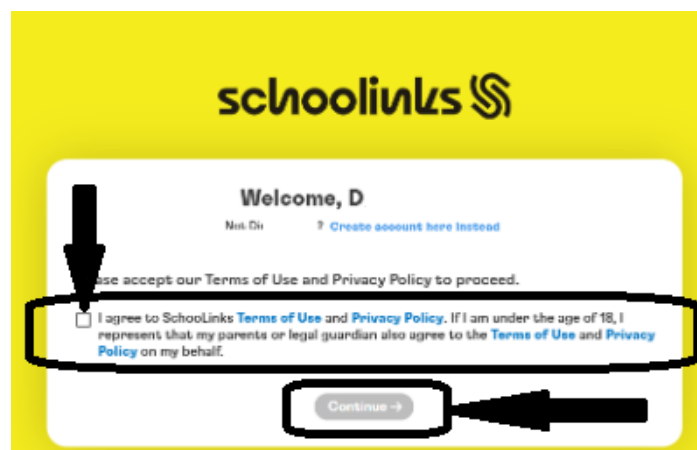
2. Go to the **"Quick Links"** menu on the right side.

Note: If you're accessing the IC Portal on a mobile device, you will need to scroll down to see the **Quick Links** menu.

3. Then, click **"SchoolLinks Career College 6 to 12"** under the Quick Links menu.



4. From the first SchoolLinks Welcome screen click the **"I agree"** checkbox.
5. Then, click **"Continue →"**.
(You'll only need to do this once.)



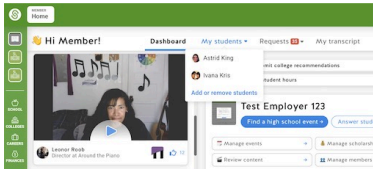
6. From the second “Welcome to SchoolLinks!” page click **“Get Started”**. (You’ll only need to do this once.)

Welcome to SchoolLinks!

I'm new! What's next?

Thank you for joining your student on SchoolLinks! Here are some next steps for you to explore the tools in your account:

1. Manage **My students** from the top nav
 1. Selecting a student from this list will give you full access to their casefile starting with their to do list
 2. Click **Add or remove students** if you have additional students to claim.



2. Now that you are a SchoolLinks **member**, you have lots of amazing features:
 1. Fill out your **profile**
 2. View any of your outstanding **requests** on the homepage or from the Requests dropdown which could include surveys, recommendation requests and student hours verification
 3. Add your **affiliations** to record mentor videos and share your experiences with other members and students
 1. Members with management access will have additional tools for their organization

Best practices

- Use Chrome as your default browser for SchoolLinks (SchoolLinks is very animation rich, and Chrome will give you the best experience)

[Get Started](#)

7. From the last “Welcome to the SchoolLinks Community!” page click **“Get Started”**. (You’ll only need to do this once.)

Welcome to the SchoolLinks Community!

I'm new! What's next?

As a member, you bring a lot of value for students and other members on SchoolLinks. Here is how to make the most of it:

1. **Add a college or company.**
 1. Affiliating with any of your education or work experience from the homepage will unlock additional features for your organization
2. **Answer student questions** to share your experience and play a crucial role in their journey.
 1. Unanswered questions related to your affiliations will appear on the **Student questions** section of your homepage.
 2. To record your first video, click **Answer** next to the question of your choice or click **View all questions** to see a full list of questions relevant to you.
 3. You can also add additional affiliations from the video page under **Edit topics** and **Edit careers** to answer questions that students have about your specific career paths.

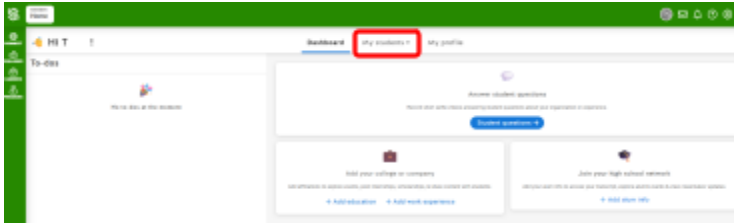


Best practices

- Use Chrome as your default browser for SchoolLinks (SchoolLinks is very animation rich, and Chrome will give you the best experience)
- Click around and explore!
- Remember that our **Help Center** is just one click away!
 - o For members: <https://support.schoollinks.com/en/?q=member>
 - o For guardians: <https://support.schoollinks.com/en/?q=guardian>
 - o For mentor videos: <https://support.schoollinks.com/en/?q=mentor>
 - o For organization representatives, managers, and recruiters, or colleges and other higher education institutions: <https://support.schoollinks.com/en/?q=representative>

[Get Started](#)

8. You are now logged into SchoolLinks and will land on your dashboard.
9. To access your student(s) click on the **“My students”** drop down on the top middle of the page.



*For additional guidance on how to use SchoolLinks, please review [this guide](#).