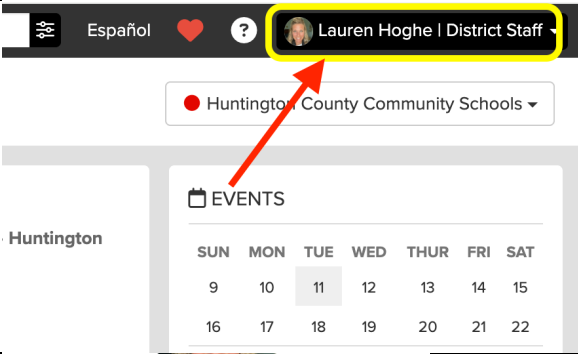
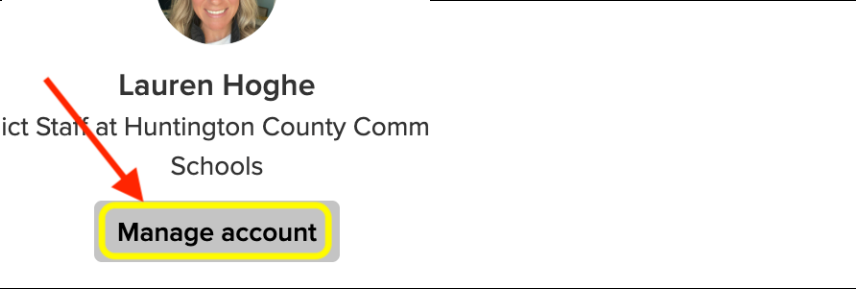





## Parent Square Office Hours “How-to”

\*Office hours can be set up on Parent Square. This would give parents a notice that they're trying to reach you outside of your office hours. You still have the ability to respond outside of the hours you set, but it does notify parents that you may not respond immediately due to it being outside of your hours.\*

<ol style="list-style-type: none"><li>1. (Log into ParentSquare on your computer.)</li><li>2. Click on your name in the upper right hand corner.</li></ol>	
<ol style="list-style-type: none"><li>3. Click on “Manage Account”.</li></ol>	
<ol style="list-style-type: none"><li>4. On the left hand side of the screen, choose “Office Hours”.</li></ol>	
<ol style="list-style-type: none"><li>5. Click on the box to check “Enable Office Hours”.</li><li>6. Set the times you'd like office hours to be observed and the days you'll be working those times. <b>These are the times you WILL be available to respond to parents.)</b></li><li>7. Click SAVE.</li></ol>	