ParentSquare

Welcome to ParentSquare

Monticello School District's New Communication Platform

Stay Connected. Stay Informed.

We are excited to introduce ParentSquare — the primary tool for district and school-wide communication. ParentSquare makes it easy for families to stay informed and engaged with important updates, newsletters, and announcements.

With ParentSquare, you can:

- Choose how you receive messages — email, text, phone, or app notifications
- Customize notifications for urgent alerts or routine updates
- Select your preferred language — messages will automatically be translated
- Download the free app for quick, on-the-go access

This short guide will walk you through registering your account and updating your account settings.

Spanish: ParentSquare Activa tu cuenta

EVERY KID, EVERY DAY

Activate Your Account

Register from the App

1. Download the ParentSquare App.
2. Open the ParentSquare App.
3. Enter your email or cell phone number.
4. Tap **Continue**.
5. Enter your registration code sent by Email or Text and tap **Continue.**
6. Create your password and confirm your password.

If you are registering on a computer, go to https://www.parentsquare.com/signin and sign up using the email or phone number the school has on file. You will be guided through the registration process from there.

Manage Your Account Settings

Change Your Notification Settings for Posts

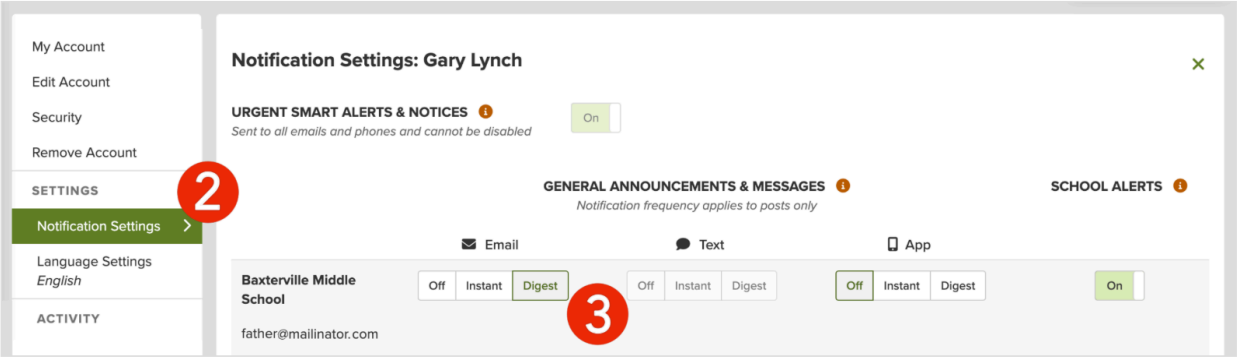
You can customize your post notifications based on type and delivery method.

- Instant: sends all post notifications in real-time.
- Digest: sends all posts for the day in one single digest at the end of the day (recommended.)

Posts sent as immediate, as well as direct messages and alerts, will still be delivered instantly.

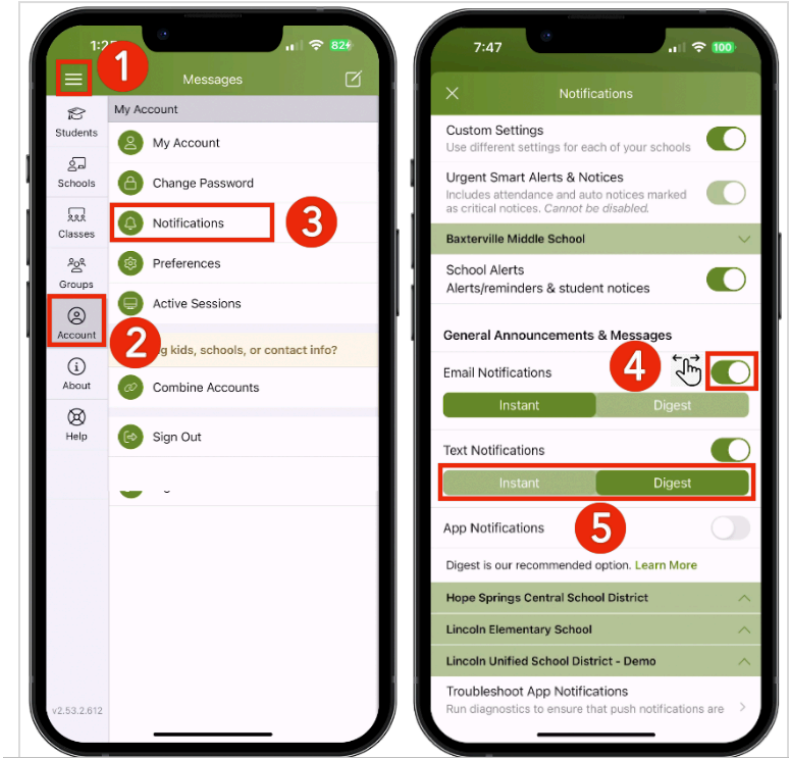
Browser

From **Home**, click your name in the top-right corner and select **Manage Account**.
Select **Notification Settings** on the left.
Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off).



Mobile App

1. From Home, tap the Menu (triple bars) on the top left.
2. Select Account.
3. Select Notifications.
4. Use the toggle to turn on or off notifications by email, text and app.
5. Select Instant or Digest for each mode.

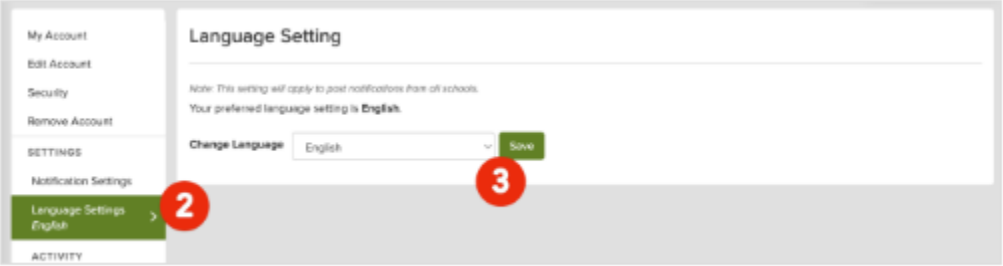


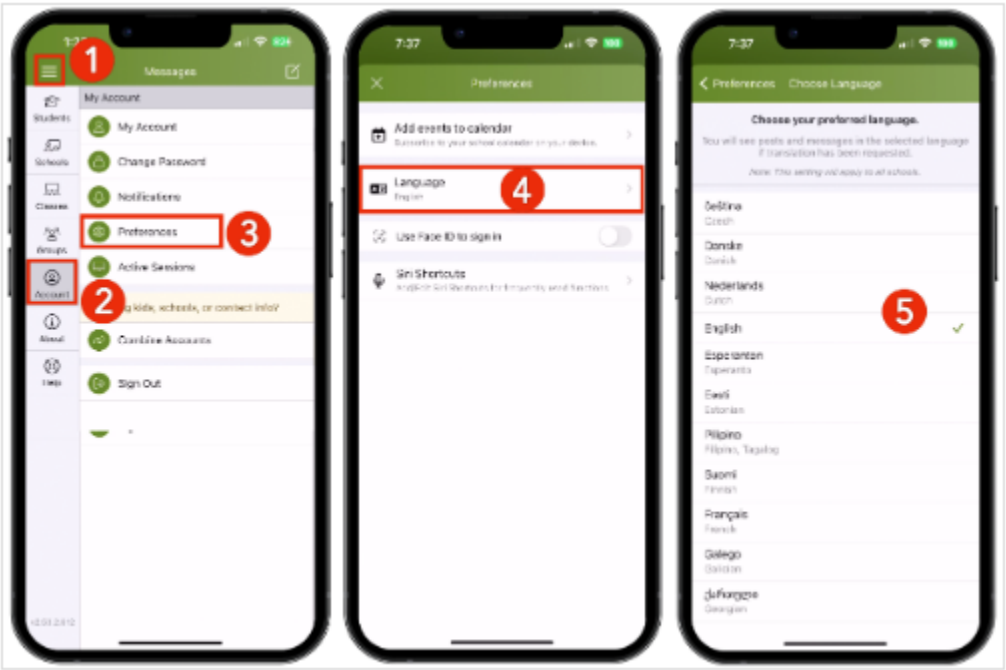
Change Your Language Setting

You can change your language setting so that you will receive Posts, Messages and Alerts in your own language.

Browser

1. From Home, click your name at the top-right and select **Manage Account**.
2. On the left, select **Language Settings**.
3. Click the drop-down menu, then select your **language** and click **Save**.



Mobile App

1. From Home, tap the **Menu** (triple bars) on the top-left.
2. Select **Account.**
3. Select **Preferences**.
4. Select **Language**.
5. Scroll through the list and tap on your **language**.