

How to Add a Guardian Account

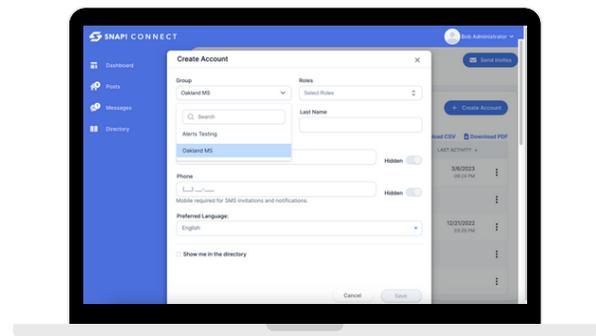
We import guardians from your SIS, so it is not necessary to add users. However, you may want to add a guardian (additional parent, grandparent, older sibling, etc.) who is not included in the import. In that case, those with administrative access can follow the steps below on the web app.

Note: Any changes created manually will not be overwritten by future imports and will need to be maintained manually.

Step One

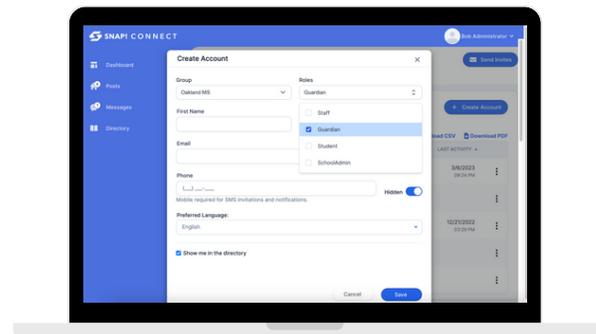
Select **+ Create Account** from the left-hand navigation menu bar.

Select the group to which you want to add an account. If you are a school admin, only your school will show up. Otherwise, you can use the search bar or scroll to find the group to which you want to add the use.



Step Two

Select "Guardian" as the user's role type.

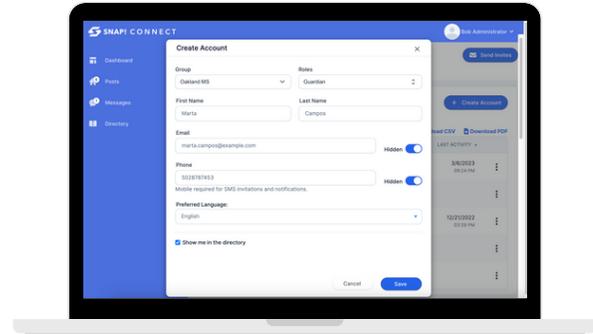


Step Three

Add the person's information. You must add a first and last name.

Add an email address and/or mobile number for them to receive a digital invitation.

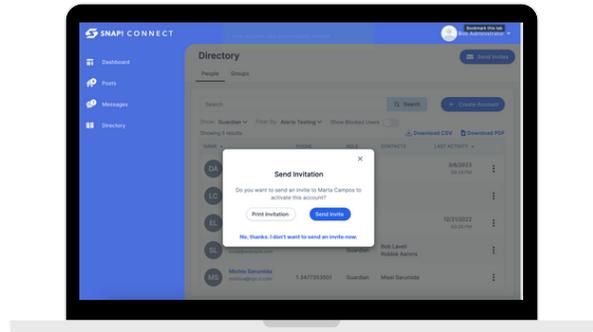
You may include any additional information.



Step Four

Click **Save**.

Choose your invitation option by clicking **Print Invitation** or **Send Invite**.



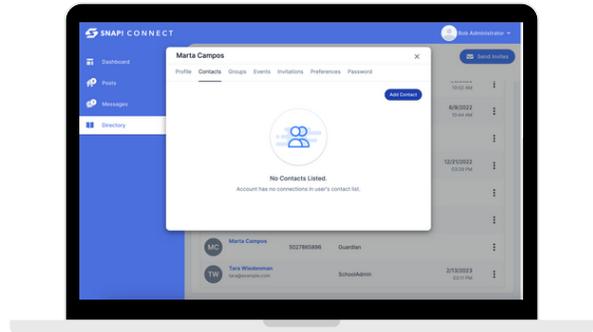
Step Five

Search for the guardian's name in the directory.

Click on their name.

Click Contacts.

Click **Add Contact**.

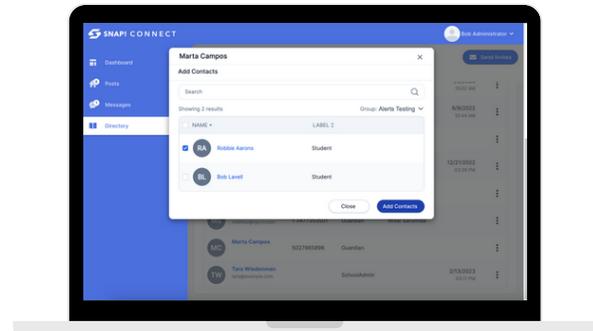


Step Six

Use the search bar to search for the guardian's child.

Check the name(s) of the student(s) you wish to link to this account.

Click **Add Contacts**.



Note: New accounts will not be automatically invited. Please make sure you go back and invite the guardian, as well!