# How to Use a Merged Account

Someone who is both a staff member and a guardian in the same district may have their two roles merged into one account for convenience. This is suggested so that not only will they have one login, but users with two separate accounts may miss push notifications for the account they are not currently logged into. If accounts are merged, they are able to see information from only one school at a time if they choose to do so. Follow the steps below for more details.

#### Filtering your feed on the web:

- 1. Click **T** Filter in the top right-hand corner.
- 2. Click Add Group + .
- 3. Check the groups whose posts you want to see.
- 4. Click Add Groups

#### Groups on the web:

- You have access to both sets of groups.
- You can filter so that you only see groups within your own school or your child's school.

🗲 SNAPI CONNECT				Principal Thompson •
	Directory			
🧬 Posts	People Unitips			
🤣 Messages	Search		Q Search	+ Create Group
Directory	Show: O My groups  All gro Showing 9 results	aps Type: All❤		
	NAME +	ORGANIZATION	TYPE	
	Alerts	SchoolCNXT	School	1
	Basketball Team Owner	Aierts	General	1
	HR 100003-423 Owner	Aierts	General	1
	Ms. Elise's Journaling Club Owner	Oakland MS	School	1
	Oakland MS Owner	Thach Public Schools	School	T
	Reading Groups			

## Groups on the Mobile App:

• You have access to both sets of groups.

	Directory	Search Q
SELECT STUDENT		
AB Annaliese B	Sarber	÷
ANNALIESE'S TEAC	HERS	
	No results found	
ANNALIESE'S PEER	5' PARENTS/GUARDIANS	
	No results found	
ANNALIESE'S GROU	IPS	
Cakland Te	rrace Elementary	
Ms. Klien's	1st Grade Class	
Oakland Te	rrace Elementary After	School Dance T
MY GROUPS		
Mr Barber's	s 2nd Grade Class	
Mr. Barber	s Book Club	
Oakland Te	rrace Elementary	
	0	_



### Filtering your feed on the mobile app:

- 1. Tap ••• in the upper right-hand corner.
- 2. Tap Group.
- 3. Select the groups whose posts you want to see.
- 4. Tap Done.

