

Directions: Share this Google Sheet with your district ParentSquare Team | Check off items in each section as you go!



School Admin Checklist | Customize Your Account & School

CUSTOMIZE YOUR ACCOUNT | Estimated Time: 20 min

- Register your ParentSquare account at parentsquare.com/signin using your staff email address or click on the link in your invitation email.
- Check out [this 8-min video](#) for an overview of navigating ParentSquare and [this 3-min video](#) on getting help with ParentSquare.
- Add a [photo](#) to your ParentSquare profile and your bio to "Edit Account > About You" to introduce yourself to families.
- Set [your preferences](#) for receiving Posts and Alert notifications and [your Office Hours](#) for direct messages.
- Install the ParentSquare app ([iOS](#) or [Android](#)) on your own device (optional but recommended).

CUSTOMIZE YOUR SCHOOL ACCCOUNT | Estimated Time: 60 min

- Add your school's [logo and color theme](#) to ParentSquare.
- Add your [school calendar](#) to ParentSquare.
- Add [quick links](#), [files](#) or [photos](#) to ParentSquare (think parent handouts, lunch menu, LMS and Parent Portal links, etc.)
- View your [School Directory](#) and [add applicable departments](#). This will allow Admins to "[post as](#)" departments.
- Check your [school's data](#) in ParentSquare and add any users onto [the non-syncing list](#), if needed.
- Check [user permissions and assign roles](#).
- Review your Settings and Add-ons in the Add-ons tab ([Social/Web Share](#), [Language Translation](#), [Directory](#), [User Accounts](#), etc).
(Please note: your District Admins who implemented ParentSquare have selected the default settings. We recommend reaching out to your District Admins before adjusting defaults.)

Next Steps: [Launch PSQ To Your School](#)