

Parents Siblings

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Add A Parentguardian Record

Add a Parent/Guardian record

To add a parent or a guardian's record, select a student record and click on the Family Info tab. The system will prompt you to add a primary contact as given below:



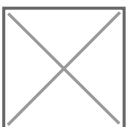
Click on **+ Add Primary Contact** and fill out the form.



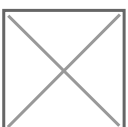
When you select the Custody of the student to 'Yes' the system will show you an icon denoting that the parent has custody. If a parent is entered with no custody, then the system will not allow that parent to view the student's address information.



By turning on the Portal Access switch you can allow the parent to login to the parent portal. You can send an email invitation to set a password for the portal or create a temporary password.



You can also link an existing parent with a student. Click on the **+ Primary Contact** or the **+ Add Other Contact** button and on the form, you will be able to enter key identifiers to search and link a user as a parent.





Associate A Sibling

When there is more than one student from the same family attending one school, you can associate them as siblings. This allows the administrators to put the students on the same bus route.

Select a student's record and click on the family info category. Navigate to the Sibling Info tab. Click on **+ Add Sibling**

Search for the student to link as a sibling by entering key information.



Once the students are connected, it will look like this:



View And Impersonate A Parent

An administrator can click on the **Parents** menu on the sidebar and view a list of parents in the system.



Clicking on the name of the parent will display the parent record.



Clicking on the first icon under the **Actions** column will allow the administrator to log in as the Parent by impersonating the parent login. This is a very useful functionality to troubleshoot parent portal related issues.