



ParentSquare is Oregon Trail School District's communication system. You will receive school and district news, alerts, and notifications via email, text, or app through ParentSquare. You can stay connected from anywhere with ParentSquare's online portal and the ParentSquare app.

**Contact:**  
[Parentsquare.com](https://www.parentsquare.com), or  
Oregon Trail School District:  
[julia.monteith@ortrail.k12.or.us](mailto:julia.monteith@ortrail.k12.or.us)

## FAQ's

### 1. Why should I register, or 'activate,' my ParentSquare account?

By activating your ParentSquare account, you can set your notification preferences, electronically sign online permission forms, sign up for class activities/events, and view all of your school's ParentSquare posts.

### 2. How do I register for ParentSquare?

- On the app, enter your email or cell phone number. The email and/or cell phone number should match what is in the school's information system.
- On your web, click 'Sign In,' then under 'Sign Up' put your email or phone number and click 'Go.'
- If the email or phone number is not recognized by ParentSquare, you can follow directions to request access or call the school office and ask them to update your contact information.

### 3. How do I change my email or phone?

Call the school office to have your contact information updated. After the school updates the information, the new contact details will be in ParentSquare the next day.

### 4. How do I change my password?

Click on the "Forgot password" link on the sign-in screen and a link to reset password will be sent.

### 5. How do I merge multiple ParentSquare accounts?

- Login to your main ParentSquare account.
- Select 'My Account'
- Click 'Combine with another account'

### 6. What are Notification Settings?

- Notification Settings allow you to select how and when you receive notifications for each of your schools and the district.
- On the web, click on your name to bring up your account(s) page to update notification preferences.
- On the app, click on the triple-bar menu, then go to Account, Preferences.

### 7. How do I send a message to my child's teacher?

On the web, click 'Messages' in the sidebar and start a direct conversation by clicking 'New Message.'  
On the ParentSquare app, tap on the '+' sign to start a new message.