



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)

## Getting started with ParentSquare

### Consider downloading the ParentSquare App

The ParentSquare app is available in both iOS or Android stores. Downloading the mobile app is the easiest way to receive all Posts, Events, Sign Up Requests, Photos and Files.

### Activate your account

All new parents will receive an invitation email and/or text with a link to activate your ParentSquare account. ParentSquare also makes it easy to register for ParentSquare from the app. Follow the steps below:

1. Open the ParentSquare App.
2. Enter your email or cell phone number.
3. Tap Continue.
4. Create your password and confirm your password.
5. Enter your registration code sent by Email or Text and tap Verify.

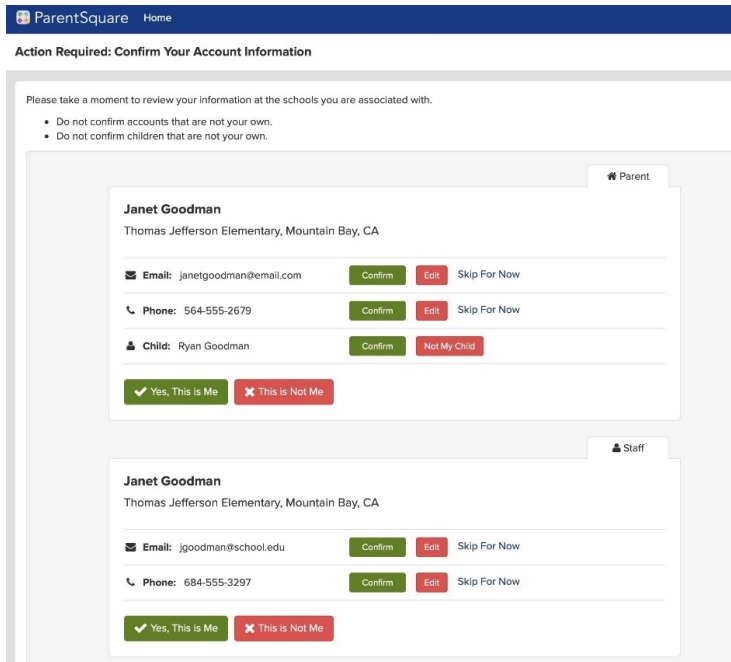
*Note: If your email or phone number is not recognized by ParentSquare, you can "Request Access" or call your school office and ask them to update your contact information.*

### Confirm your contact information

ParentSquare works with your school to keep contact information accurate. You can view, confirm or suggest **corrections to your contact information.**

#### *Confirm using web browser*

1. Log in to your main ParentSquare account.
2. If you have unverified contact information, you will see one or more contact cards under, "Action Required: Confirm Your Account Information."



3. Your school will be notified of corrections in order to update their student information system. After school updates information, it will show in your account, typically by the following day.

### Confirm using mobile app

1. Log in to your main ParentSquare account.
2. If you have unverified contact information, you will see one or more contact cards under, "Action Required: Confirm Your Account Information."
3. Tap **arrow** to right of Email and Phone to confirm or edit.

## Notification Settings

1. Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off). Once you've made selections, future messaging will send based on your preferences.

