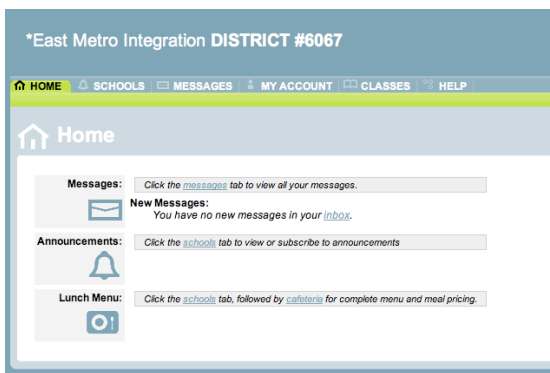


Instructions for ParentLink Parent Accounts

Both Harambee Elementary School and Crosswinds School use the ParentLink system to communicate with families. Our ParentLink server automatically imports basic contact information for each student from our Student Information database; parents can add more detailed contact information, as well as access information about their students, by logging on to the server. Follow these directions:

Log on to the ParentLink server:

- ✓ In a web browser, go to <http://parentlink.emid6067.net>
- ✓ Enter your Login ID and Password (IDs and Passwords were mailed home to Crosswinds parents in January, 2007. Contact your school if you haven't received this information)

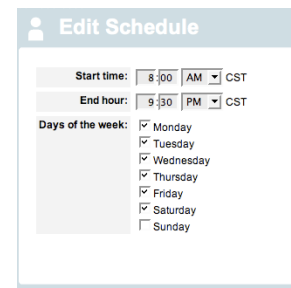


View messages and other information:

- ✓ You will see the Home Page for you account when you log on. Click the **Messages** tab to see text versions of all recent messages sent to your account.
- ✓ For Crosswinds students only: View current lunch account balance by clicking the **Schools** tab, followed by **Cafeteria**. The balance shown is updated each weekday at 4:30pm. Harambee lunch balances are currently not available on the ParentLink Server.
- ✓ To see attendance information, click on the **Classes** tab, followed by **Attendance**. You will see links for each of your children that attend EMID schools. Attendance is displayed for the current term.

Edit Account Information:

- ✓ Click on the **My Account** tab to view your contact information. If any of the information is incorrect, please contact the school so that all our databases can be corrected.
- ✓ Next to the **phone number**, click the **Add** link to add phone numbers (such as work or cell numbers). For each phone number, create a schedule for when you want the server to call that number with messages.
- ✓ Next to **email addresses**, click the **Add** link to add email addresses. You can enter multiple email addresses; the server will send text versions of all messages to each email address you enter. **You need to update this information yourself if you change your email address!**



Assignment and Grading Information:

You will see links to grades and assignment information when you go to the classes tab. Currently that information is not synchronized to the server; during the spring of 2007 a team of Crosswinds teachers will be testing this feature; we hope to have it ready for the fourth quarter of 2006-2007.