



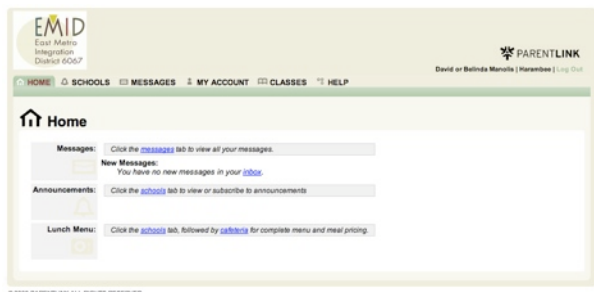
East Metro Integration District 6067 Upgraded ParentLink System

Instructions for ParentLink Parent Accounts

We have upgraded our ParentLink system! Both Harambee and Crosswinds use ParentLink 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 web server. Follow these directions:

Log on to the ParentLink server:

- ✓ In a web browser, go to <https://emid6067.parentlink.net>
- ✓ Enter your Login ID and Password. Contact your school if you haven't received this information.



View messages and other information:

- ✓ You will see the Home Page for your account when you log on. Click the **Messages** tab to see text versions of all recent messages sent to your account.
- ✓ **NEW!** Crosswinds parents are able to view current progress in each of their student's classes. Click on the **Classes** tab, then **Grades**. Each class will be listed; click on **Assignments** to see details about the class. **NOTE:** all teacher grade-books will be updated by THURSDAY of each week.
- ✓ Also for Crosswinds students only: View current lunch account balance by clicking the **Schools** tab, followed by **Cafeteria**. The balance shown is updated each weekday afternoon.
- ✓ 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:

Important: This is a new ParentLink server; all parents must edit their account information *even if you did so on our old server.*

- ✓ Click on the **My Account** tab to view your contact information. If any of the imported information is incorrect, contact the school so that all our databases can be corrected.
- ✓ Next to **phone number**, click **Add** 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 **Add** 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.
- ✓ **NEW!** Add your SMS text messaging address. Click **Add** under the **Text/SMS Address** section. EMID will only send Urgent Messages (such as attendance messages, school cancellations, and other emergency information) to your text address.
- ✓ **If any of the information you entered changes, you can update it on the ParentLink server yourself!**

Edit Schedule	
Start time:	8:00 AM CST
End hour:	9:30 PM CST
Days of the week:	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday

Information you enter will only be visible to you and authorized EMID personnel. It will not be visible to other users over the web!