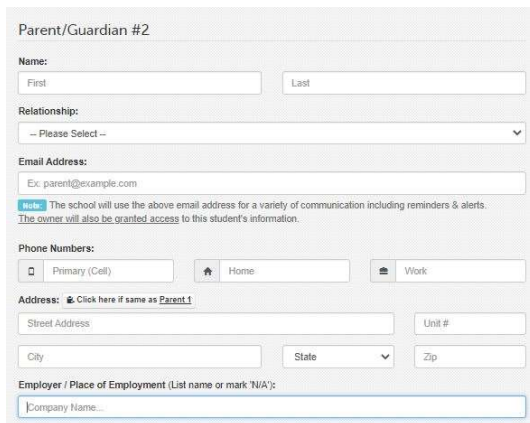


Creating an Additional Parent/Guardian Account

When a primary parent/guardian has established an account for their student(s), they can add a second parent/guardian for similar access.

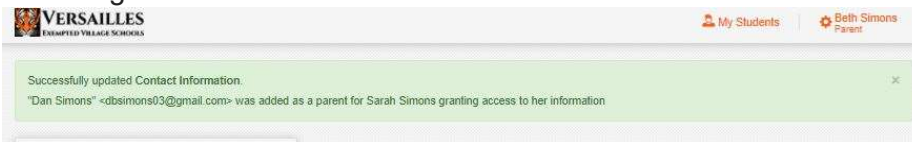
1. Complete the fields within the Parent/Guardian 2 section of the student's Contact Information form. A valid email must be included.



The screenshot shows a form titled "Parent/Guardian #2" with the following fields:

- Name:** First and Last name input fields.
- Relationship:** A dropdown menu with "-- Please Select --".
- Email Address:** An input field with the example "Ex: parent@example.com". A note below states: "The school will use the above email address for a variety of communication including reminders & alerts. The owner will also be granted access to this student's information."
- Phone Numbers:** Three input fields for Primary (Cell), Home, and Work.
- Address:** A link "Click here if same as Parent 1", followed by input fields for Street Address, Unit #, City, State (dropdown), and Zip.
- Employer / Place of Employment:** A text input field with the placeholder "Company Name..."

2. Once the student's Contact Information form is signed and submitted by Parent/Guardian 1, Final Forms will then generate an automated message to Parent/Guardian 2 email, allowing the additional parent/guardian to create their account. A confirmation message will appear at the top of the screen indicating that the new Parent/Guardian has been added.



3. Once the new account is created, an optional entry of the parent's date of birth is presented. This provides an additional level of security in the event the account would need to be reset.



The screenshot shows a dialog box titled "Added Security & Privacy Field: Date of Birth" with the following content:

Hi Dan Simons,
 Please add your Date of Birth below. In the event that you lose access to your email account, this helps us verify who you are and prevent duplicate accounts.

Date of Birth: Month (dropdown), Day (dropdown), Year (dropdown)

Enable Translation: Would you like an option to translate pages?
 (This option will appear in the bottom right of all screens)

Buttons: "Add my Date of Birth" and "Close"

4. Now both parents will have access to the student database, and either can submit data and sign off on forms.