

# Updating Contact Information & Accessing Grades/Attendance/etc. in PowerSchool & SwiftReach-Swiftk12

Dear Parents:

- **UPDATING CONTACT INFORMATION**

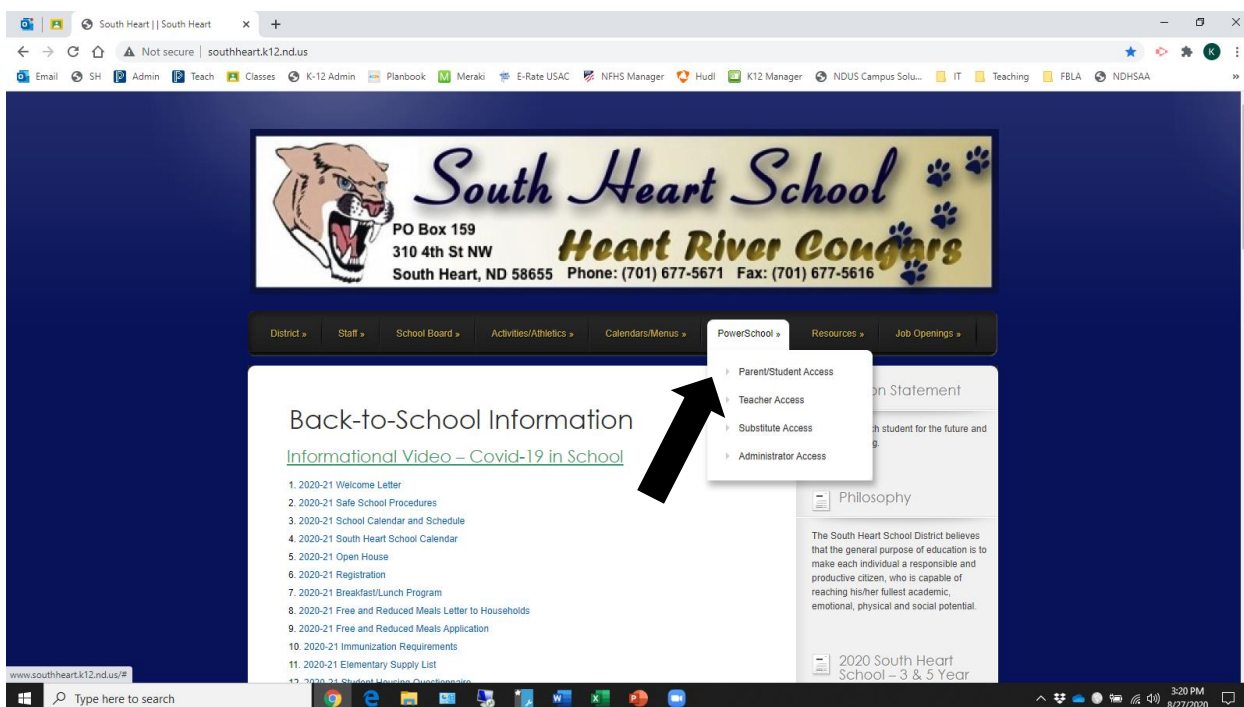
South Heart School utilizes an automated alert system to notify parents and staff regarding school emergencies, school closures, or other important announcements. This system is called SwiftReach-Swiftk12 and is imbedded within Powerschool. It is **extremely important that parents continually update contact information** that is used for notification purposes, including cell phone #'s, home phone #'s, and email addresses. Updating contact information can easily be done at any time by parents via Powerschool.

- **PARENT ACCESS TO POWESCHOOL**

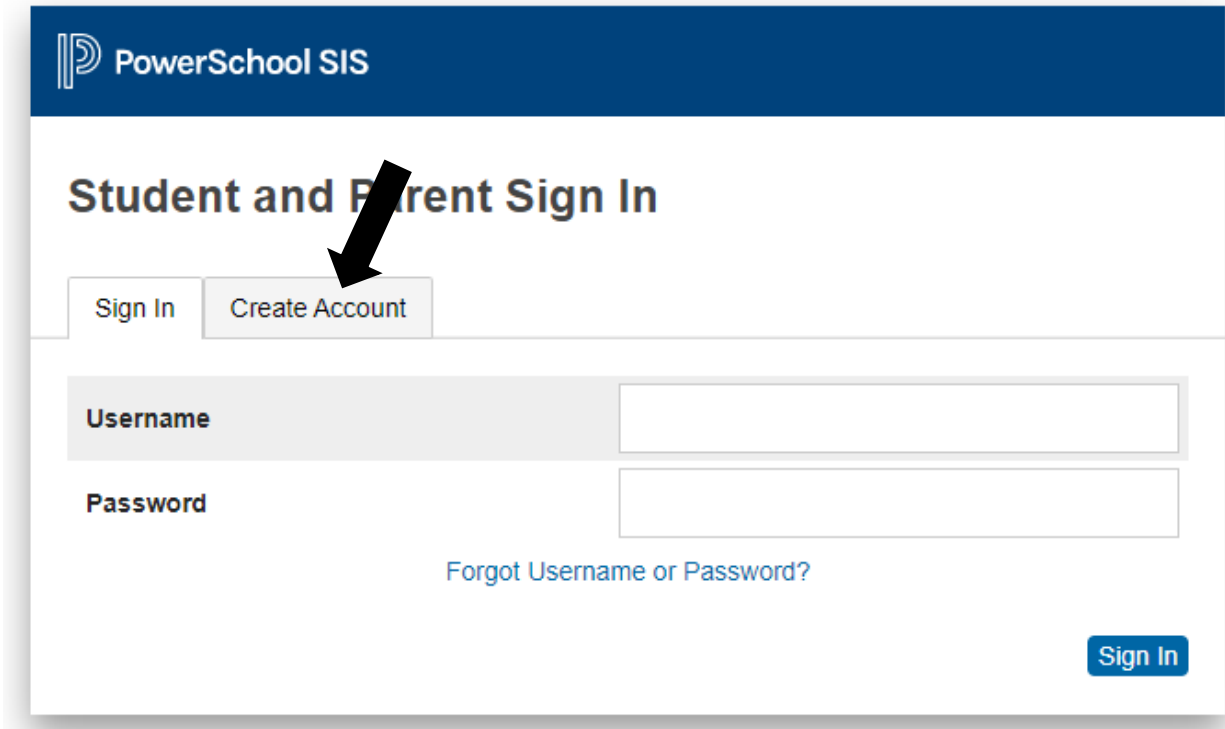
Powerschool is the online platform by which parents can access such things as student grades, attendance, etc. Once you have created your account, please refer to the note listed in Step 11.

- Please follow the steps below to create your PowerSchool account. Once created, parents can access student grades, attendance, etc and can also update important contact information (cell #'s, home phone #'s, and email addresses) that the school uses in our automated alert system.

1. Navigate to the school website, hover over the PowerSchool tab, and click 'Parent/Student Access.'

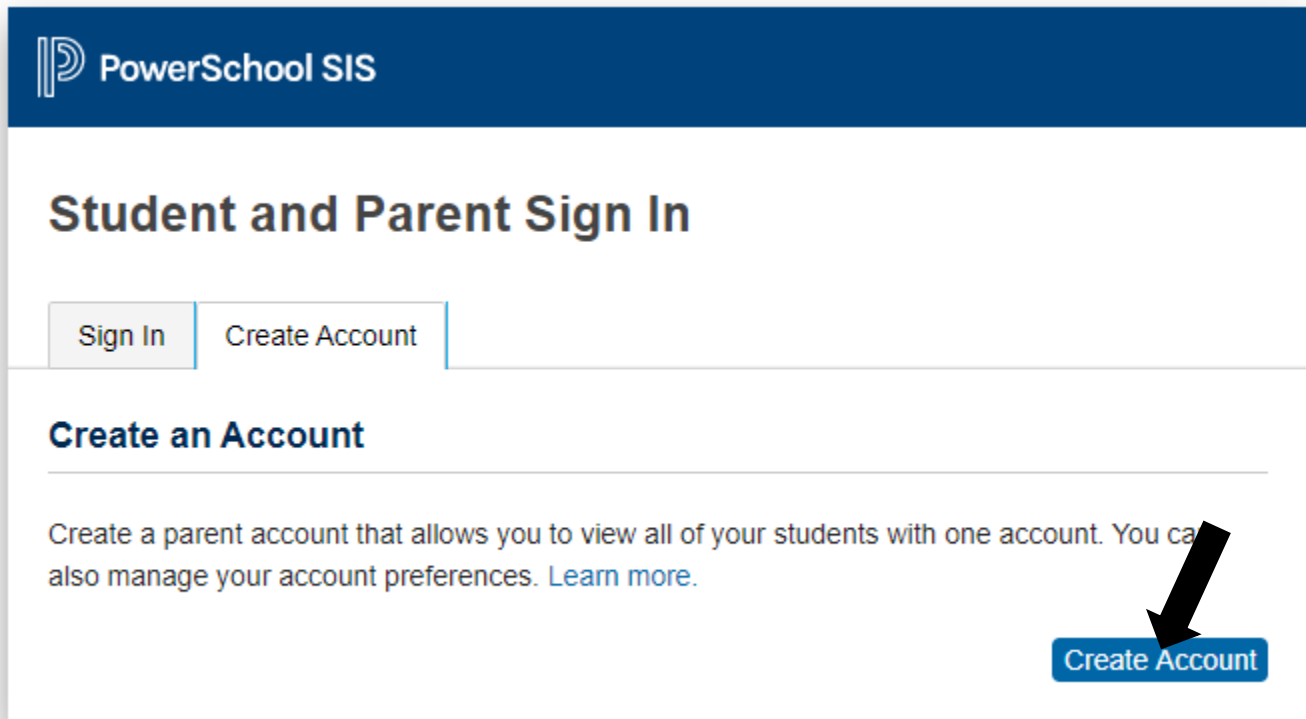


- After clicking on 'Parent/Student Access,' you will arrive at the 'Student and Parent Sign-In' page shown below.
  - If you already have a family account set up, proceed to step #6.
  - If you do not have an account, click the 'Create Account' tab at the top.



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". Underneath the title are two tabs: "Sign In" and "Create Account". A black arrow points to the "Create Account" tab. Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form area is a blue button labeled "Sign In".

- Click the blue 'Create Account' to confirm this process



The screenshot shows the PowerSchool SIS "Create an Account" page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". Underneath the title are two tabs: "Sign In" and "Create Account". Below the tabs is the heading "Create an Account". Below the heading is a paragraph of text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of the page is a blue button labeled "Create Account". A black arrow points to the "Create Account" button.

4. Complete the top part of the next page. This information is unique to you as a parent.

## Create Parent Account

### Parent Account Details

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First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must:


•Be at least 8 characters long

5. For the bottom half of the page, fill out the information provided by the school for all of your children. If you do not have this information, please email Kelsey Boedeker (Technology Coordinator) at [kelsey.boedeker@k12.nd.us](mailto:kelsey.boedeker@k12.nd.us). Note: The relationship box is referring to YOUR relationship to the student. When you have added all your students, scroll to the bottom and click Enter.


## Link Students to Account


Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

**1**

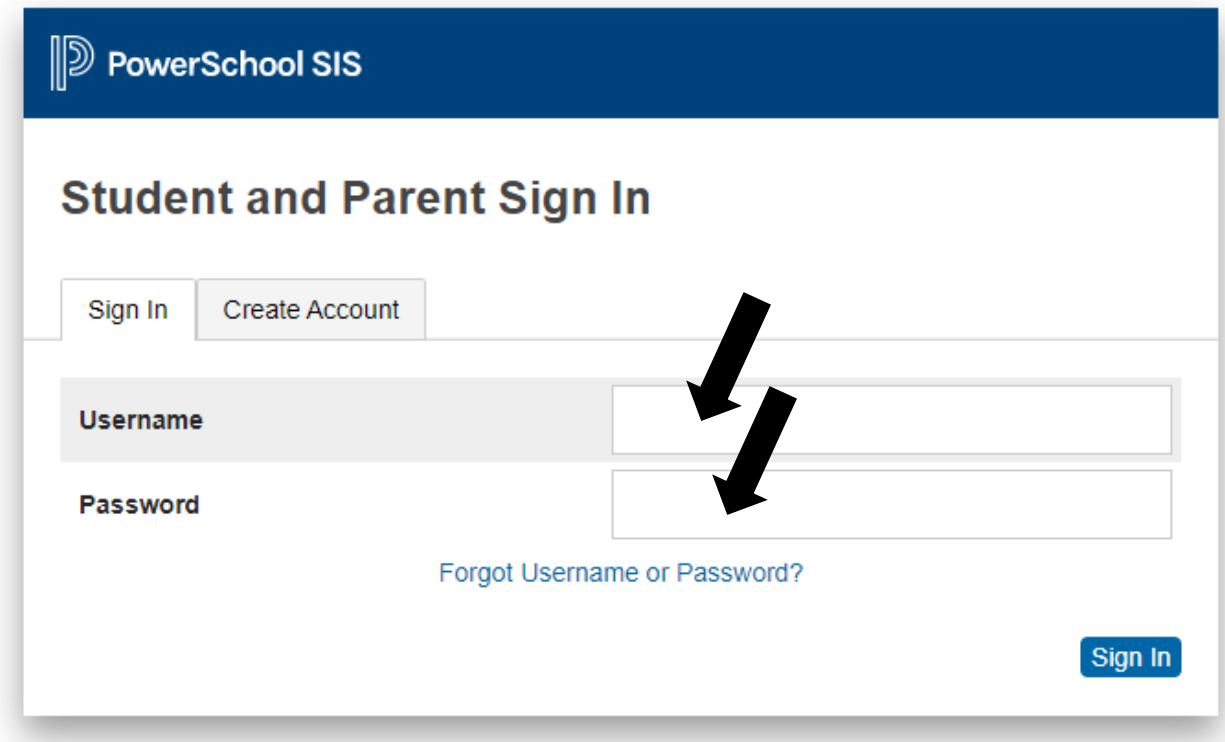
|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| <b>Student Name</b>    | <input type="text"/>                                                                          |
| <b>Access ID</b>       | <input type="text"/>                                                                          |
| <b>Access Password</b> | <input type="password"/>                                                                      |
| <b>Relationship</b>    | -- Choose  |

**2**

|                        |                                                                                                 |
|------------------------|-------------------------------------------------------------------------------------------------|
| <b>Student Name</b>    | <input type="text"/>                                                                            |
| <b>Access ID</b>       | <input type="text"/>                                                                            |
| <b>Access Password</b> | <input type="password"/>                                                                        |
| <b>Relationship</b>    | -- Choose  |



- Enter the username and password you have previously created. If you have forgotten your username or password, click the link 'Forgot Username or Password.'



- After signing in, you can **UPDATE CONTACT INFORMATION** used in our automated alert system by clicking on "SwiftReach SwiftK12" located in the upper left-hand corner.

PowerSchool SIS

Welcome [Name] | Help | Sign Out

Alerting

SwiftReach SwiftK12

Navigation

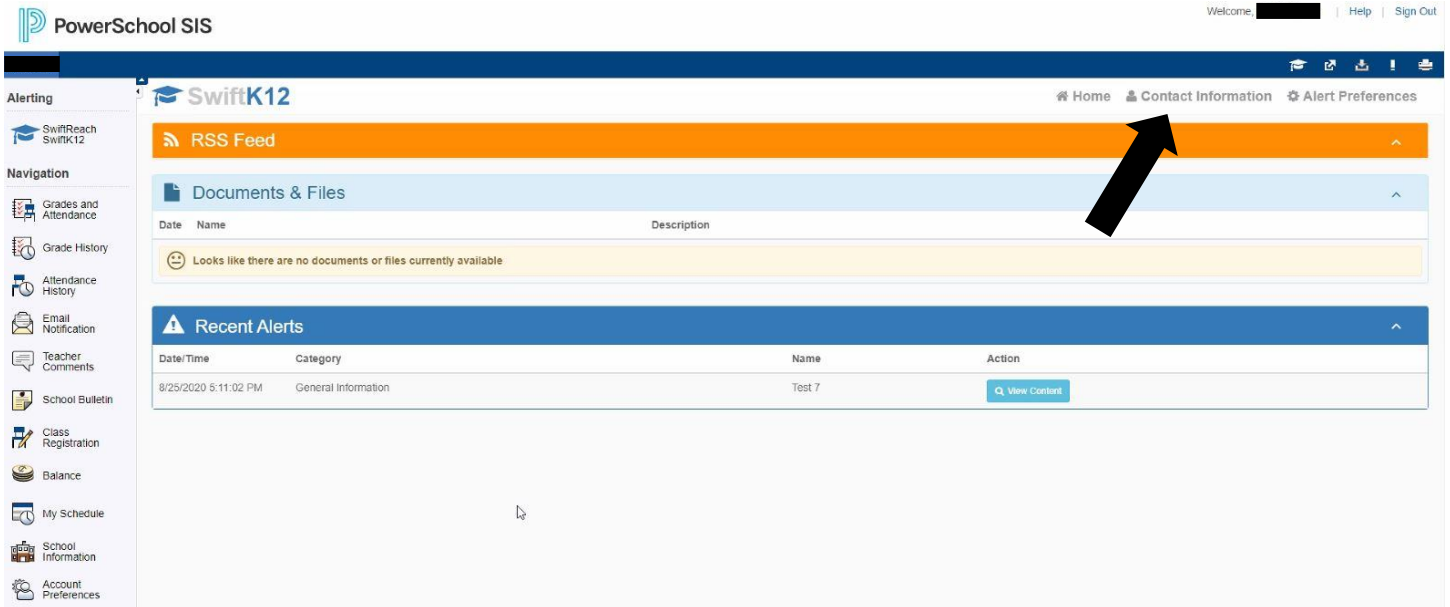
Grades and Attendance

Standards Grades

Grades and Attendance: Dean, Elizabeth A

| Exp  | Last Week |   |   |   |   | This Week |   |   |   |   | Course                     | Q1 | Q2 | S1  | Q3 | Q4  | S2 | Absences | Tardies |
|------|-----------|---|---|---|---|-----------|---|---|---|---|----------------------------|----|----|-----|----|-----|----|----------|---------|
|      | M         | T | W | H | F | M         | T | W | H | F |                            |    |    |     |    |     |    |          |         |
|      |           |   |   |   |   |           |   |   |   |   |                            |    |    |     |    |     |    |          |         |
| 1(A) |           |   |   |   |   |           |   |   |   |   | College Algebra (DC)       |    |    |     |    |     |    | 0        | 0       |
| 1(A) |           |   |   |   |   |           |   |   |   |   | Elementary Statistics (DC) |    |    |     |    | [1] |    | 0        | 0       |
| 2(A) |           |   |   |   |   |           |   |   |   |   | Honors POD (DC)            |    |    |     |    |     |    | 0        | 0       |
| 2(A) |           |   |   |   |   |           |   |   |   |   | Problem of Democracy       |    |    |     |    | [1] |    | 0        | 0       |
| 4(A) |           |   |   |   |   |           |   |   |   |   | AP English                 |    |    |     |    |     |    | 0        | 0       |
| 4(A) |           |   |   |   |   |           |   |   |   |   | AP English                 |    |    |     |    | [1] |    | 0        | 0       |
| 5(A) |           |   |   |   |   |           |   |   |   |   | Honors Speech (DC)         |    |    |     |    |     |    | 0        | 0       |
| 6(A) |           |   |   |   |   |           |   |   |   |   | Strings/Guitar             |    |    | [1] |    |     |    | 0        | 0       |
| 6(A) |           |   |   |   |   |           |   |   |   |   | Painting                   |    |    |     |    | [1] |    | 0        | 0       |

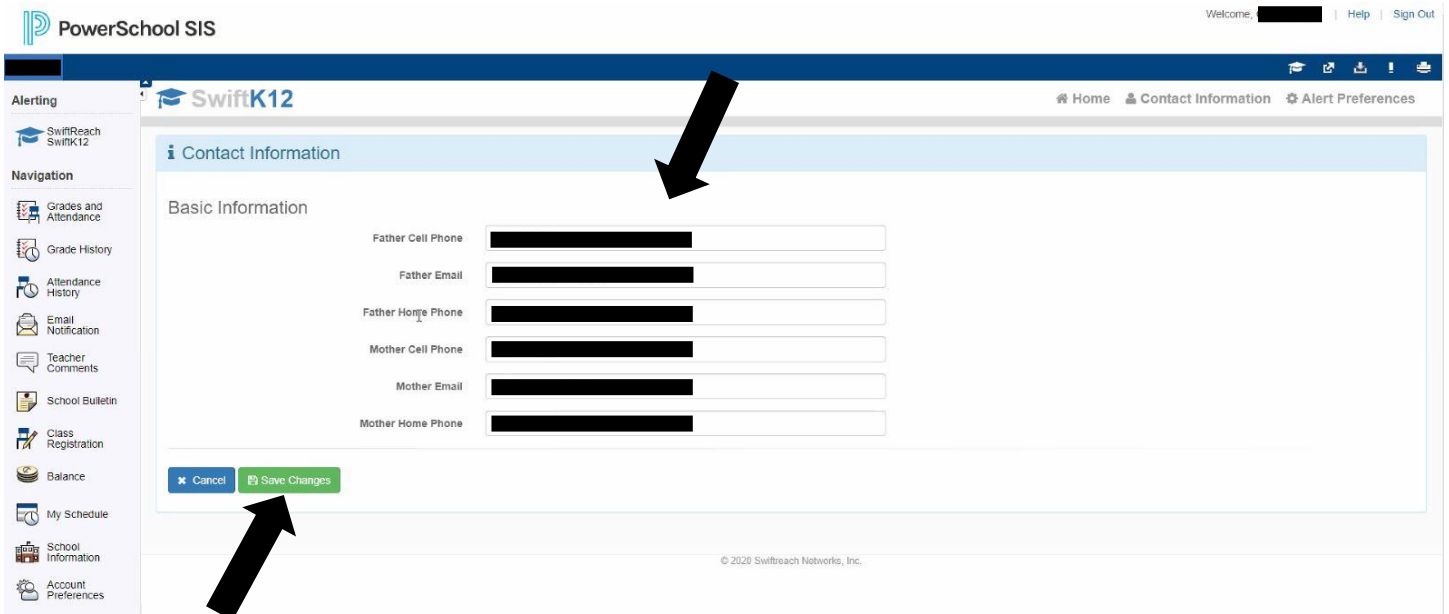
8. Now click on 'Contact Information' located in the upper right-hand corner.



The screenshot shows the PowerSchool SIS interface for SwiftK12. The top navigation bar includes 'Home', 'Contact Information', and 'Alert Preferences'. The 'Contact Information' link is highlighted with a black arrow. Below the navigation bar, there is an 'RSS Feed' section, a 'Documents & Files' section with a message 'Looks like there are no documents or files currently available', and a 'Recent Alerts' table. The 'Recent Alerts' table has the following data:

| Date/Time            | Category            | Name   | Action                       |
|----------------------|---------------------|--------|------------------------------|
| 8/25/2020 5:11:02 PM | General Information | Test 7 | <a href="#">View Content</a> |

9. Enter/Update all required fields. It is **extremely** important that you enter/update information in all 6 fields. When finished click 'Save Changes'. \*\*Note: It will take about 5 sec. for the program to save your changes. Once it's saved, it will return you to the screen you saw in step #8.



The screenshot shows the 'Contact Information' form in the PowerSchool SIS interface. The form is titled 'Contact Information' and contains a 'Basic Information' section with the following fields:

- Father Cell Phone
- Father Email
- Father Home Phone
- Mother Cell Phone
- Mother Email
- Mother Home Phone

At the bottom of the form, there are two buttons: 'Cancel' and 'Save Changes'. A black arrow points to the 'Save Changes' button, and another black arrow points to the 'Contact Information' title. The footer of the page reads '© 2020 Swiftreach Networks, Inc.'

10. Thank you for taking the time to do this as your contact information changes. This can be done at any time. Your help is greatly appreciated!

11. Note: In addition to updating contact information for our automated alert system, this is also the portal for parents to access grades, attendance, etc. Instead of clicking on 'SwiftReach Swiftk12' in Step 7, use the various links that are listed below 'Navigation' on the left-hand and throughout the rest of that page. This is a tremendous tool for parents to monitor student achievement and other information online at any time.