

ParentSquare “Pure Contact” Verification

With ParentSquare’s Pure Contact, contacts are verified to ensure that communication is being sent to the correct ParentSquare user. Users will be prompted to verify their contact information at login. (If a user does not verify at sign-in, they can [verify later](#).) They can:

- Verify their email/phone using a confirmation code
- Suggest a change to their email/phone
- Confirm their child(ren)

Verify in Web Browser

1. Log in to your ParentSquare account.
2. If you have unverified contact information, you will see one or more contact cards under, Action Required: Confirm Your Account Information. Click:
 - **Confirm Email or Phone:** A verification code will be sent to the email or phone number. Enter verification code into ParentSquare to confirm.
 - **Edit Email or Phone:** Correct your email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code into ParentSquare to confirm.
 - **Skip For Now:** You will be able to verify or correct your contact information the next time you sign in.
3. Confirm Child(ren): Select **Correct** or **Remove/Edit** for each child.
4. Click **Yes, this is me** or **This is Not Me**.

ParentSquare Home Admin Search Posts Jennifer Greene

Action Required: Confirm Your Account Information

Please take a moment to review your information at the schools you are associated with.

- Do not confirm accounts that are not your own.
- Do not confirm children that are not your own.

Parent

Jennifer Greene
Thomas Jefferson Elementary, Mountain Bay, CA

Email: jennifergreene@mailinator.com Confirm Edit Skip For Now

Phone: 793-555-3269 Confirm Edit Skip For Now

Child: Kevin Greene Correct Remove/Edit

Yes, This is Me This is Not Me

Staff

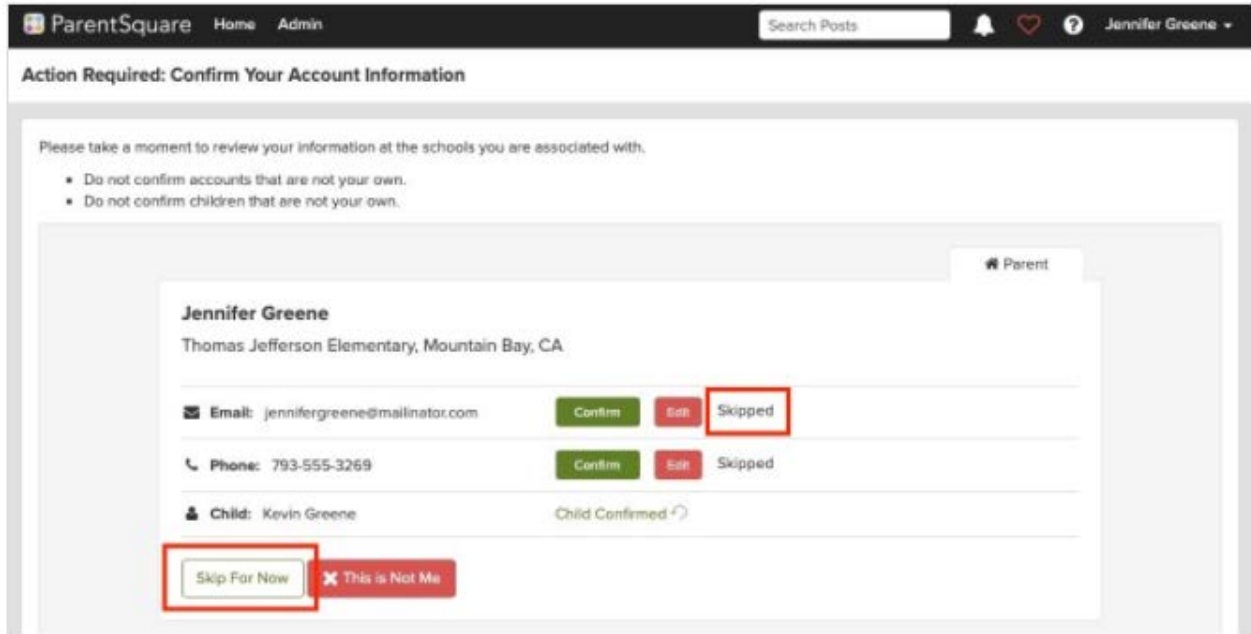
Jennifer Greene
Thomas Jefferson High School, Mountain Bay, CA

Email: jgreene@zjusd.edu Confirm Edit Skip For Now

Phone: 394-555-7982 Confirm Edit Skip For Now

Yes, This is Me This is Not Me

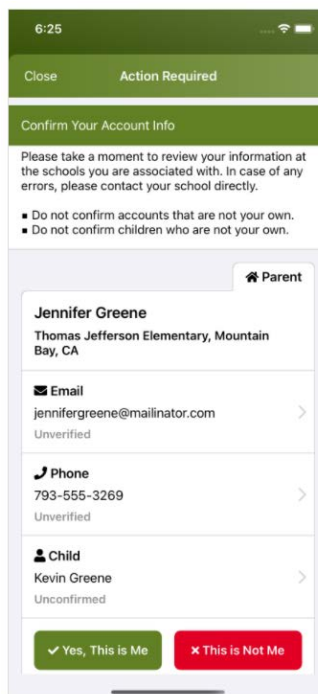
- If you clicked **Skip For Now** on any information on a contact card, you will not see the choice, "Yes, This is Me", and must select **Skip For Now** or **This is Not Me**.



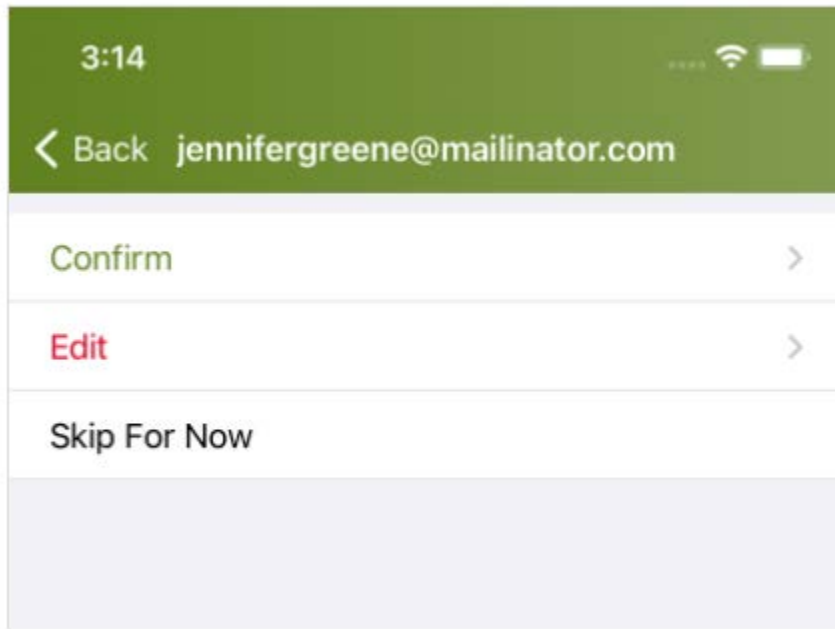
- Your school is notified of corrections in order to update their student information system (SIS). After school updates information, it will show in your account. Depending on your school's settings, you may see the corrected email or phone number immediately in your account or the following day.

Verify in Mobile App

- Log in to your ParentSquare account.
- If you have unverified contact information, you will see one or more contact cards with "Action Required", "Confirm Your Account Info." Tap **arrow** to right of Email and Phone to confirm or edit each one.



3. Select **Confirm**, **Edit** or **Skip For Now**. Repeat for phone number.



- **Verify Email or Phone:** tap **Confirm**. A verification code is sent to the email or phone number. Enter verification code into ParentSquare to confirm.
 - **Correction to Email or Phone:** tap **Edit**: Enter correct email and/or phone number. A verification code is sent to your corrected email or phone number. Enter verification code into ParentSquare to confirm.
 - **Skip For Now:** You will be able to verify or correct your contact information at a later time (continue scrolling for directions).
4. Confirm Child(ren): Select **Correct** or **Remove/Edit**.
 5. Tap **Yes, this is me** or **This is Not Me**.
 6. Your school is notified of corrections in order to update their student information system (SIS). After school updates information, it will show in your account. Depending on your school's settings, you may see the corrected email or phone number immediately in your account.

How to Verify If You 'Skipped for Now'

1. The next time you sign out and then sign in again, you'll be asked to verify your contact information.
2. OR, when you are signed in to ParentSquare, click on **your name** in the upper right and select **My Account**. Go to the yellow box, "Missing kids, schools or contact info?" and select **Confirm Contact Info**.

The screenshot displays three settings sections within a light gray container. The first section, 'NOTIFICATION SETTINGS', includes a description and a link to 'Customize your settings'. The second section, 'LANGUAGE SETTING', shows the current language as 'English' and a link to 'Change this'. The third section, 'Missing kids, schools or contact info?', is highlighted with a red border and contains two links: 'Confirm Contact Info' and 'Combine with another account'.

NOTIFICATION SETTINGS
Choose how and when you want to be notified for each of your schools
[Customize your settings →](#)

LANGUAGE SETTING
Your preferred language setting is **English**.
[Change this →](#)

Missing kids, schools or contact info?
[Confirm Contact Info →](#)
[Combine with another account →](#)

3. Follow the steps [above](#) to confirm.