

# How to Combine/Merge Accounts

You can now combine your multiple accounts in ParentSquare. Cases where combining accounts makes sense include:

- User is a staff member and parent: combine staff account with personal parent account to access both with one login. All emails and phone numbers remain associated.
- Parents share an email or home phone: their accounts will automatically link if they are listed with shared contact information.
- User is missing a student or school from their main account: they have a second account for student or school that can be merged.

How to combine your multiple accounts:

- From an invitation email
- On website when verifying contacts
- On website using My Accounts
- On mobile app when verifying contacts
- On mobile app using My Accounts

## Use Link on Email Invitation

Click link in email, **Sign in to Combine Existing Account**

Welcome Jane Doe!

 **Lincoln Unified School District**  
EVERY CHILD. EVERY CHANCE. EVERY DAY

**Lincoln Unified School District**

Please complete your registration to begin using ParentSquare in Lincoln Unified School District.

**Already have a ParentSquare account?**  
Sign in to Combine Existing Account

OR

**Create a New Account**

**Name**

Jane Doe

**Email**

JDoe@email.com

**Password**

**Confirm Password**

I agree to the terms and conditions

**Register**

## Combine Accounts When Verifying Contacts on Website

1. If you have more than one contact card, and click **Yes, This is Me** on each card. Your contacts will automatically be merged into one account. ParentSquare allows a user to have multiple emails and phones.

The screenshot shows the ParentSquare interface for account verification. At the top, there is a navigation bar with the ParentSquare logo, 'Home', 'Admin', a search bar, and a user profile for Jennifer Greene. Below the navigation bar, a message reads 'Action Required: Confirm Your Account Information'. A sub-message says 'Please take a moment to review your information at the schools you are associated with.' followed by two bullet points: 'Do not confirm accounts that are not your own.' and 'Do not confirm children that are not your own.'

There are two contact cards displayed. The first card is for Jennifer Greene at Thomas Jefferson Elementary, Mountain Bay, CA, with the role of Parent. It lists an email (jennifergreene@mailinator.com), a phone (793-555-3269), and a child (Kevin Greene). The second card is for Jennifer Greene at Thomas Jefferson High School, Mountain Bay, CA, with the role of Staff. It lists an email (jgreene@zjusd.edu) and a phone (394-555-7982). Both cards have 'Confirm', 'Edit', and 'Skip For Now' buttons for email and phone, and 'Correct' and 'Remove/Edit' buttons for the child. At the bottom of each card, there are two buttons: 'Yes, This is Me' (highlighted with a red box) and 'This is Not Me'.

## Use My Accounts on Website

1. Log in to your main ParentSquare account.
2. Click your name in upper right and select **My Account**.
3. Click **Combine with another account**.

**My Account** Edit Delete | ✕

**Meg Christiansen**

Thomas Jefferson Elementary

mother-school@mailinator.com [Verify](#) [hidden](#)

984-555-0895 [Verify](#) [hidden](#)

1262 Devin Skyway [hidden](#)

**Children at Thomas Jefferson Elementary**

 **Stu Hammes**  
Grade1

No data to show

**NOTIFICATION SETTINGS**

Choose how and when you want to be notified for each of your schools

[Customize your settings →](#)

**LANGUAGE SETTING**

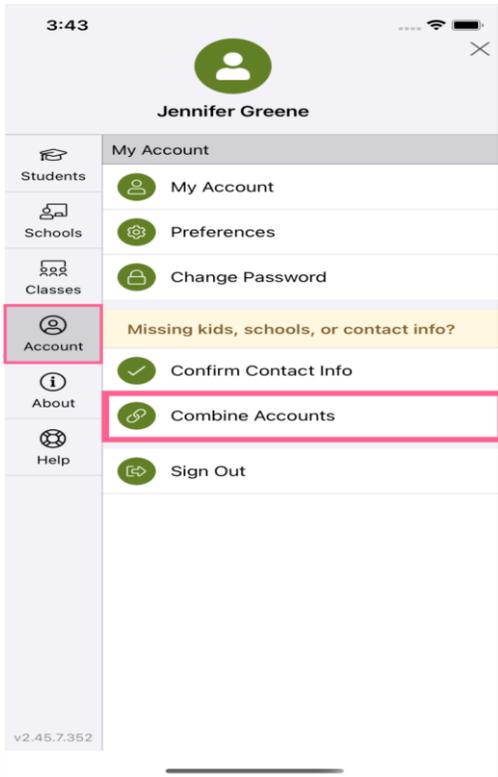
Your preferred language setting is **English**.

[Change this →](#)

**Missing kids, schools or contact info?**

[Combine with another account →](#)

4. Log in to your other ParentSquare account.
5. Select name to use on your account and click **Combine Accounts**.
6. Your accounts are now combined. The next time you login to ParentSquare, you will be able to access your account using any of the associated email addresses or phone numbers on your combined account.



## Combine Accounts When Verifying Contacts on Mobile App

1. If you have more than one contact card, and tap **Yes, This is Me** on each card. Your contacts will automatically be merged into one account. ParentSquare allows a user to have multiple emails and phones.

## Use My Accounts on Mobile App

1. Log in to your main ParentSquare account.
2. Tap menu in upper left, select **Account** then **Combine Accounts**.
3. Sign in to your other ParentSquare account.

4. Select name to use on your account and click **Combine Accounts**.
5. Your accounts are now combined. The next time you login to ParentSquare, you will be able to access your account using any of the associated email addresses or phone numbers on your combined account.

