

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 for posts, and a user profile for Jennifer Greene. Below the navigation bar, a message states 'Action Required: Confirm Your Account Information'. A sub-message asks the user to review their information at associated schools and provides two instructions: '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 number (793-555-3269), and a child (Kevin Greene). At the bottom of this card, the 'Yes, This is Me' button is highlighted with a red box. 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 number (394-555-7982). The 'Yes, This is Me' button on this card is also highlighted with a red box.

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

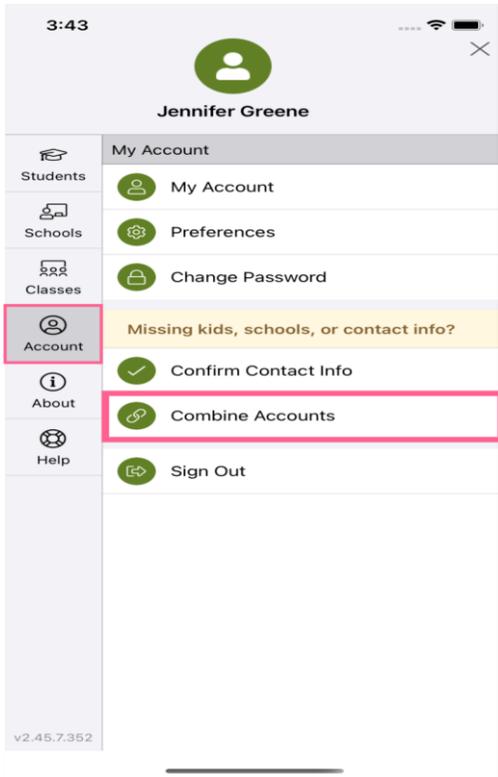
NOTIFICATION SETTINGS
Choose how and when you want to be notified for each of your schools
[Customize your settings →](#)

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

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

No data to show

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.

