## Manage Your Account Settings

4 days ago Updated

Who can use this? Anybody signed in to ParentSquare

## Update or Edit Your Contact Information

Name misspelled? Wrong email or phone number? Missing a child on your account?

- **Contact your school** Click the question mark next to your name.
- Follow these steps only if your school allows you to suggest corrections.

Browser	
Mobile Ap	ор
	From Home, click your name at the top-right and select <b>My Account</b> .
	On the left, select <b>Edit Account</b> .
	To the right of your email and/or cell phone, select <b>Edit</b> .
	Enter the updated email and/or cell phone.
	Click <b>Next</b> .
	Enter the verification code sent to your email or cell phone.
	Click <b>Confirm</b> .

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## Change Your Language Setting

You can change your language setting so that you will receive Posts, Messages and Alerts in your own language.

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	From Home, click your name at the top-right and select <b>My Account</b> .
	On the left, select Language Settings.
	Click the drop-down menu, then select your <b>language</b> and click <b>Save</b> .

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## **Change Your Notification Settings for Posts**

You can customize your post notifications based on type and delivery method.

- **Instant**: sends all post notifications in real-time.
- **Digest**: sends all posts for the day in one single digest at the end of the day (recommended.)

Posts sent as immediate, as well as direct messages and alerts, will still be delivered instantly. For more on notification settings or to watch a video, click <u>here</u>.

Browser	
Mobile App	
	From <b>Home</b> , click your name in the top-right corner and select <b>My Account</b> .
	Select Notification Settings on the left.
	Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off).

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Note: If you have multiple phones or emails listed in your account, you may set the order of your preferred contacts to receive notifications. Notifications will only be sent to one email and one phone on your account.