

# 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 App

From Home, click your name at the top-right and select **My Account**.

On the left, select **Edit Account**.

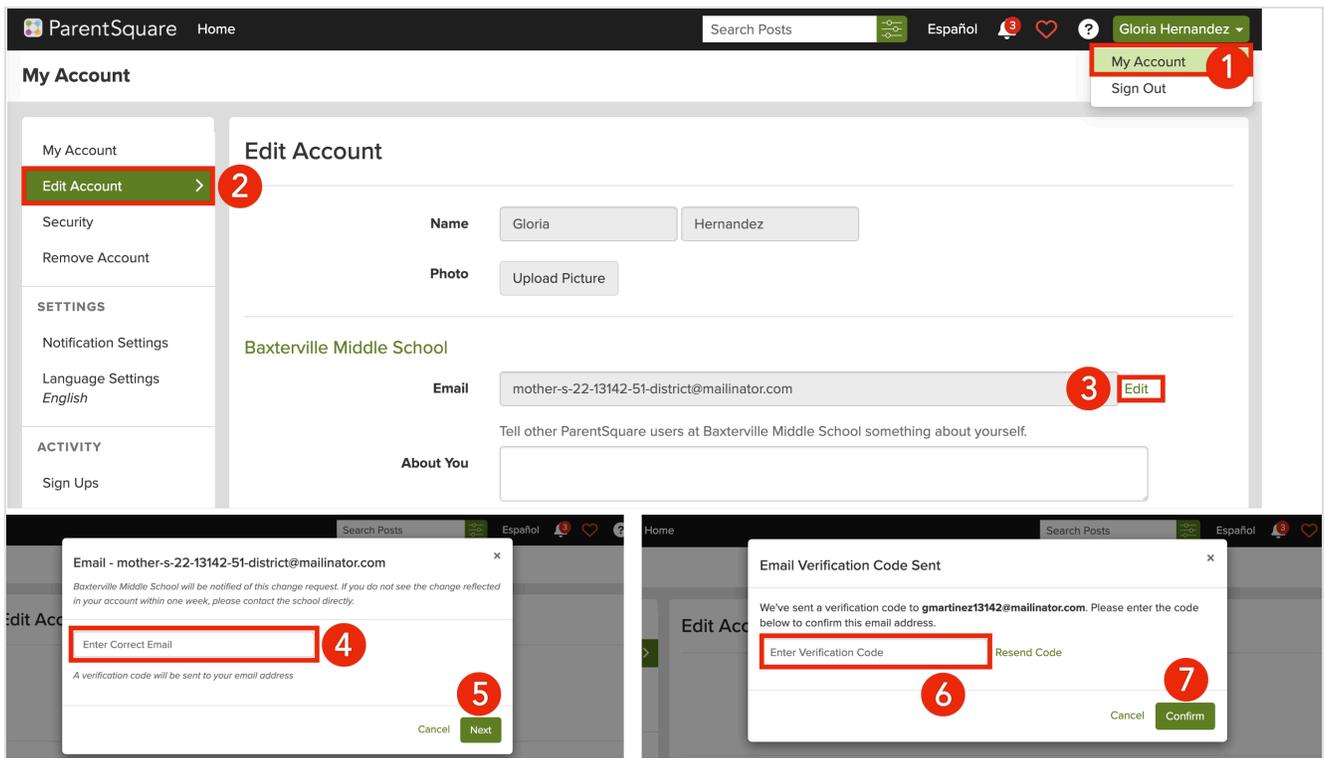
To the right of your email and/or cell phone, select **Edit**.

Enter the updated email and/or cell phone.

Click **Next**.

Enter the verification code sent to your email or cell phone.

Click **Confirm**.



Your school will receive the suggested correction.

## Change Your Language Setting

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

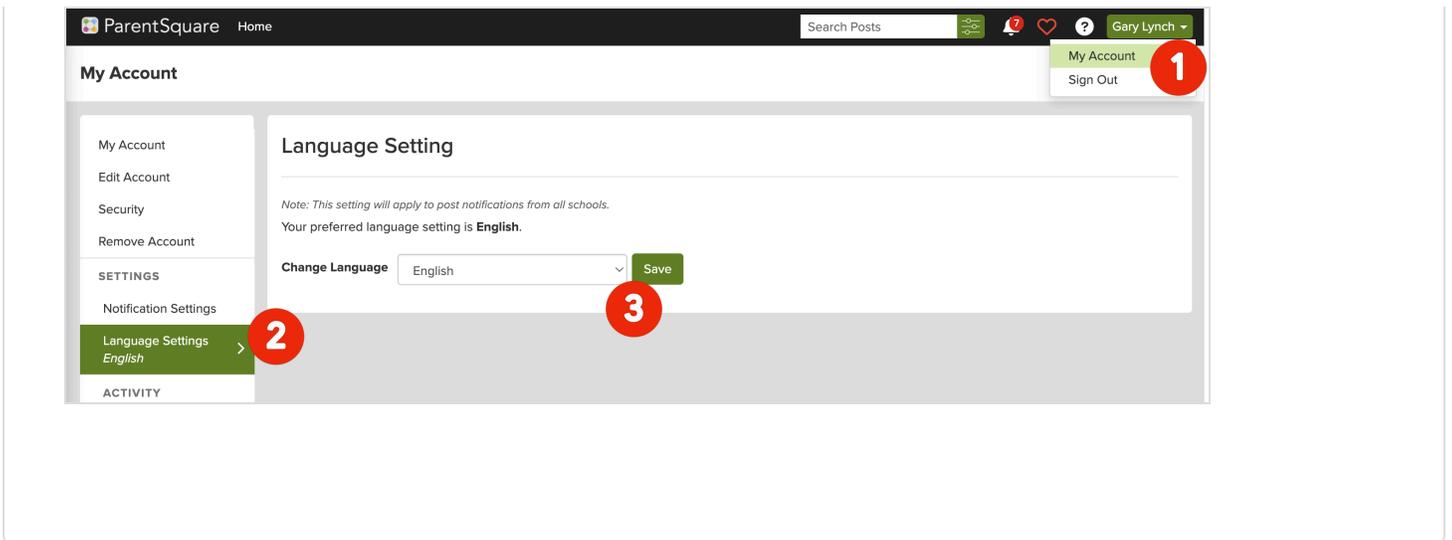
### Browser

### Mobile App

From Home, click your name at the top-right and select **My Account**.

On the left, select **Language Settings**.

Click the drop-down menu, then select your **language** and click **Save**.



## 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 [here](#).

### Browser

### Mobile App

From **Home**, click your name in the top-right corner and select **My Account**.

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).

ParentSquare Home Search Posts Español Gary Lynch

My Account My Account Sign Out

My Account  
Edit Account  
Security  
Remove Account

SETTINGS  
Notification Settings  
Language Settings  
English  
ACTIVITY

Notification Settings: Gary Lynch

URGENT SMART ALERTS & NOTICES **1** On  
*Sent to all emails and phones and cannot be disabled*

GENERAL ANNOUNCEMENTS & MESSAGES **2** SCHOOL ALERTS **3**  
*Notification frequency applies to posts only*

Email Text App

Baxterville Middle School  
father@mailinator.com

Off Instant Digest Off Instant Digest Off Instant Digest On

*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.*