

Owlwise Set-up Guide

Parent Set-up – Activating Accounts from School Invite

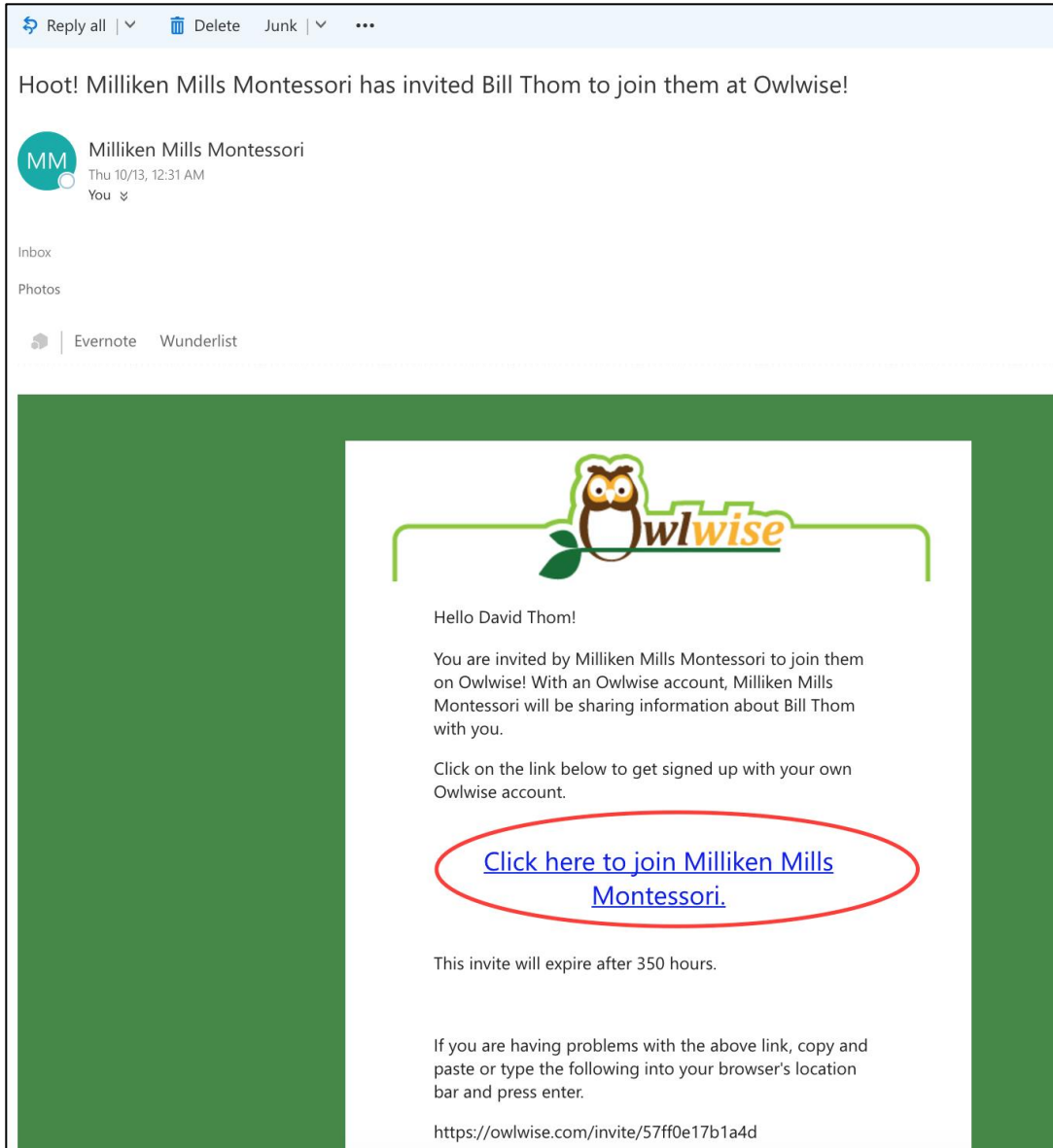
Owlwise is a secure and convenient way to stay connected with your child's school. Setting-up your Owlwise Parent account is very easy.

The following steps will help you through the set-up process.

Parents with Just One Child at the School:

1. Your school will let you know when they will send out Invitation emails. You should ensure that the school has correct email addresses for you and your spouse. For older students, the school may also invite them to activate their own account so that they can receive assignments and study materials. If this is the case, the school will need an email address for the students themselves (i.e. different than the parents').
2. Check your email inbox for an Owlwise activation email from your school. If you don't see it in your inbox, please check your spam/junk folders. There is also a small possibility that your email provider blocks our automated invitation emails. So if you don't receive the invitation email after a few days, let the school know. We have alternative methods to activate your account, so there is no problem.
3. When you receive the Owlwise Invitation email, click the "Click here to join" link in the body of the email:

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4. You will then be directed to a page where you can set your Password and complete the activation process:

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School
Contact: Principal
88 Perch Street
Forest , ON
Canada , L0G 1N0
Telephone: (888) 123-4567
Website: demoschool.com
Email: info@demoschool.com

Activation with School

Account Information
First Name: Irene *
Last Name: Tam
Email: irenetamparent2@yahoo.com *
Password: ***** *
Confirm Password: ***** *

Contact Information
Address: 33 Littles Avenue
City:
State/Province: Select State or Province
Zip/Postal Code:
Country: Select Country
Telephone:
Mobile:

Terms of Use and Privacy Policy
 I agree to the Terms of Use *
 I agree to the Privacy Policy *

Additional Instructions for Parents with Multiple Children at the School:

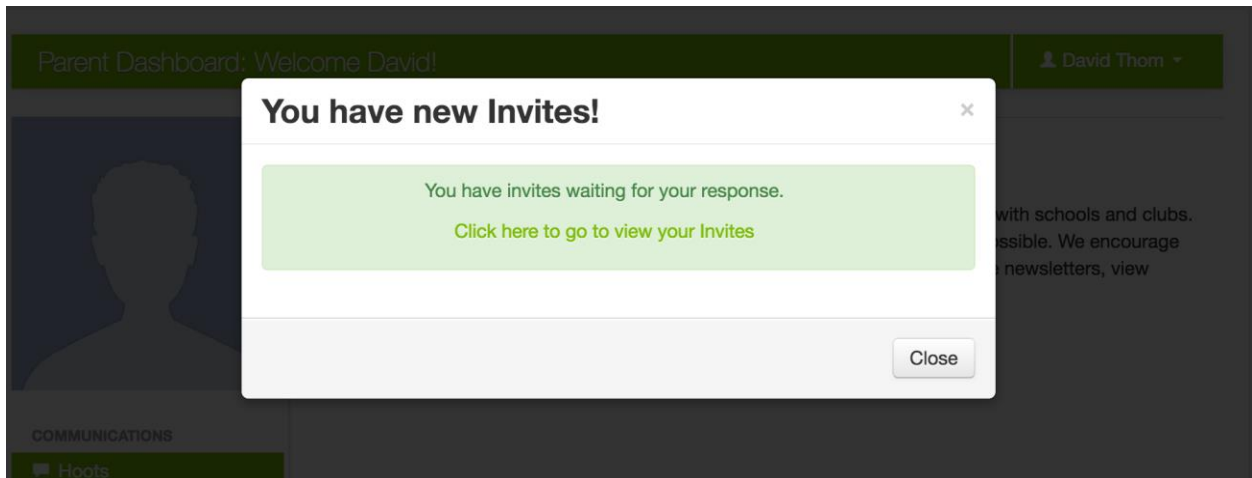
You will get an Invitation Email for *each* child. Activate your account with the Invitation email from the first child using the same steps as above.

Since you have already activated your parent account from the first child, you only need to add a new child to your family account for each subsequent child.

Please follow these steps:

1. Open the Invitation email for the next child. You will then be redirected to log into your Owlwise account. Once you login, you will see that you have new “Invites” for your other children at the school:

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2. Go to the Invites page: Press the “Approve” button for each additional child:

The screenshot shows the 'Invites' page in the Owlwise parent dashboard. The page has a search bar and a table of invites. The table has columns for 'Inviting', 'Invite Sender', a date/time column, 'Status', 'Approve', and 'Cancel'. The 'Approve' column contains green checkmarks, and the 'Cancel' column contains red X marks. The 'Approve' button for the second row is circled in red. The page also has a sidebar with navigation options like 'Hoots', 'Calendar', 'Events', 'Newsletters', 'Photos', and 'Invites' (which is highlighted with a green bar and a '3' notification). The bottom of the page shows a pagination control with '20 per page' and '1' page shown.

Inviting	Invite Sender		Status	Approve	Cancel
Bill Thom	Milliken Mills Montessori	2016-10-13 00:31:19	Completed	<input type="checkbox"/>	<input type="checkbox"/>
Don Thom	Milliken Mills Montessori	2016-10-13 00:03:44	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Thom	Milliken Mills Montessori	2016-10-13 00:03:43	Completed	<input type="checkbox"/>	<input type="checkbox"/>
Claris Thom	Milliken Mills Montessori	2016-10-13 00:03:43	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Don Thom	Milliken Mills Montessori	2016-10-13 00:02:52	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. You will then be redirected to a new page with a pull-down menu of all the family members in your Owlwise account. **IMPORTANT: if you don't see the child's name, select "Create New Family Member"** (this will generally be the case, unless you already use Owlwise for that same child at another school).

Press Approve and you are done:

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board: Welcome David!

Approve Invite?

For: Don Thom
To: owlwifatherinvite@outlook.com
From: Milliken Mills Montessori

Approving the invite will link your Owlwise account to the sender's Owlwise account. With the link, the sender will be able to share information with you.

Please select the family member that this invite is for. If you don't already have a family member for this invite, select "Create New Family Member".

Family Member:

- Select a family member --
- David Thom
- Bill Thom
- ✓ Create New Family Member

20 per page ← Previous