



MyClass – Clerical input for Parent Account

The following are required for a parent MyClass account to be created:

Student View > Student Top Tab > Contacts Side Tab > Contacts Detail

- Primary email address entered
- Within that record the following should be checked:
 - Parental Auth or Guardian?
 - Contact has family portal access
 - Receive email

General		Addresses			
Emergency priority	<input type="text" value="1"/>	Receive grade mailing	<input type="checkbox"/>	Parental Auth or Guardian?	<input checked="" type="checkbox"/>
Legal first name *	<input type="text" value="Ima"/>	Receive conduct mailing	<input type="checkbox"/>	Contact can pick up?	<input type="checkbox"/>
Legal last name *	<input type="text" value="Test"/>	Receive other mailing	<input type="checkbox"/>	Contact lives with student	<input type="checkbox"/>
Usual first name	<input type="text" value="Ima"/>	Receive email	<input checked="" type="checkbox"/>	Contact has family portal access	<input checked="" type="checkbox"/>
Usual last name	<input type="text" value="Test"/>	Include on IEP	<input type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Gender	<input type="text"/>	Prevent Autodialing	<input type="checkbox"/>		
Relationship	<input type="text" value="Mother"/>				
Type	<input type="text" value="Regular Contact"/>				
Shared Contact Information					
Home phone	<input type="text"/>	Place of Employment	<input type="text"/>		
Cell phone	<input type="text" value="555-555-5555"/>	Work phone	<input type="text" value="555-604-5555"/>		
International Phone #	<input type="text"/>	Work Phone Extension	<input type="text"/>		
Primary email	<input type="text" value="ima_test@thatcompany.com"/>	Pager Number	<input type="text"/>		
Alternate email	<input type="text"/>				
Language of Correspondence	<input type="text"/>	Home Language	<input type="text"/>		
Speaks English	<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Provided that the above criteria is met, the system, when prompted, will create a parent user account.

If a parent is not sure if they have an account or are unsure how to access it, please ask them to email MyClass@sd42.ca.