



MyClass – Clerical Input for Parent Account

MyClass accounts are created only for Parents/Legal Guardians of a student. Please review the [“Not Legal Guardian Access Guidelines”](#) for clarification of who is and is not a Parent/Legal Guardian.

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

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

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

General		Addresses			
Primary District		Receive grade mailing	<input checked="" type="checkbox"/>	Parental Auth or Guardian?	<input checked="" type="checkbox"/>
Emergency priority	1	Receive conduct mailing	<input checked="" type="checkbox"/>	Contact can pick up?	<input checked="" type="checkbox"/>
Title		Receive other mailing	<input checked="" type="checkbox"/>	Contact lives with student	<input checked="" type="checkbox"/>
Legal first name *	Ima	Receive email	<input checked="" type="checkbox"/>	Contact has family portal access	<input checked="" type="checkbox"/>
Legal last name *	Test	Include on IEP	<input type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Suffix		Prevent Autodialing	<input type="checkbox"/>		
Usual first name	Ima				
Usual last name	Test				
Gender	F				
Relationship	Mother				
Type	Regular Contact				
Shared Contact Information					
Home phone	004-555-5555	Work phone	778-555-5555		
Cell phone	004-555-5555	Work Phone Extension			
International Phone #		Pager Number			
Primary email	ima_test@thatcompany.com				
Alternate email					
Language of Correspondence		Home Language			
Speaks English					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Provided that the above criteria have been 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.

Please note: ANY account with the “Contact has family portal access” box checked will automatically have the student attached to their MyClass account. DO NOT check this box if you are entering this contact in as an emergency contact. ONLY check this for parent/legal guardian records.