

# Add Another Account to ParentSquare

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If you are a PPS staff member, please use a personal email for your Synergy parent account instead of your work email.

The screenshot shows the ParentSquare dashboard for Portland Public Schools. The top navigation bar includes 'Home', 'Admin', and 'Add-ons'. The left sidebar has 'Communicate' (Posts, Scheduled & Draft Posts, Messages, Alerts and Notices) and 'Explore' (Participate). The main content area displays a donut chart for '43,950 STUDENTS' FAMILIES' with 99% contactable. A summary box on the right states: 'Great! 98% of your students' families are contactable. You need to fix only 637 family records to get to 100%.' Below this is a table of 136 schools sorted by name, showing details for Abernethy E.S., Access, Ainsworth E.S., Alameda E.S., and Alliance - Alder.

School	Posts	Alerts	Reach	Students	Parents
Abernethy E.S.	112 posts 75 this month	1 alerts 0 this month	100% reach 412 @ 23	269 students 269 @ 0	425 parents 100% engagement
Access	65 posts 51 this month	0 alerts 0 this month	100% reach 531 @ 26	326 students 326 @ 0	540 parents 100% engagement
Ainsworth E.S.	78 posts 51 this month	2 alerts 1 this month	99% reach 817 @ 18	567 students 562 @ 1	832 parents 100% engagement
Alameda E.S.	24 posts 12 this month	1 alerts 0 this month	100% reach 761 @ 21	516 students 516 @ 0	772 parents 100% engagement
Alliance - Alder	0 posts 0 this month	0 alerts 0 this month	100% reach 215 @ 15	135 students 135 @ 0	228 parents 100% engagement

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Click on your name at the top right

This screenshot is similar to the first one but includes a red box highlighting the user profile dropdown in the top right corner of the ParentSquare interface. The dropdown shows 'Test User' and 'District Admin'. The rest of the dashboard content, including the family contact statistics and the school list, remains the same.

### 3 Click Add another account

ParentSquare Home Admin Add-ons Search Posts Test User | District Admin

Portland Public Schools

Schools

COMMUNICATE

Posts

Scheduled & Draft Posts

Messages

Alerts and Notices

EXPLORE

PARTICIPATE

99% CONTACTABLE

43,895 STUDENTS' FAMILIES →

- CONTACTABLE 43,443 → At least one student contact is contactable
- NON-CONTACTABLE 64 → No student contact is contactable
- NO CONTACT INFO 388 → There are no student contacts listed

136 SCHOOLS sorted by name

Abernethy E.S.

115 posts 78 this month

1 alerts 0 this month

100% reach 412 @ 23

269 students 269 + 0 + 0

425 parents 100% engagement

Test User District Admin at Portland Public Schools

Manage account

Switch Account

Test User District Admin at Portland Public Schools

+ Add another account

Sign Out

### 4 Log in using the email or phone number that is on your parent account in Synergy.

## Please Sign In

Please sign into the account you would like to switch to. You will be able to sign in using any email or phone number associated with account. [Cancel](#)

You can add an account, even if you use the same email for other roles.  
Tip: If you haven't used this account before, choose "Forgot Password" to set it up.

Sign In

Email or Phone Number

Password

[Forgot password?](#)

Sign In

OR

[Sign In with Google](#)

[Sign In with Microsoft](#)

5

Switch between accounts by clicking on your name (top right)

The screenshot shows the ParentSquare interface for Portland Public Schools. The top navigation bar includes 'Home', 'Admin', and 'Add-ons'. A search bar is present, and the user's name 'Test User' and role 'District Admin' are displayed in the top right corner. The left sidebar contains navigation options: 'Communicate' (Posts, Scheduled & Draft Posts, Messages, Alerts and Notices), 'Explore', and 'Participate'. The main content area displays a dashboard for '43,895 STUDENTS' FAMILIES' with a 99% contactable status. A dropdown menu is open, showing the 'Switch Account' section with two options: 'Test User' (District Admin at Portland Public Schools) and 'Test User' (Parent of Student Test). The 'Test User' (District Admin) option is highlighted with a green checkmark. Below the dropdown, there is a 'Sign Out' button. At the bottom, a list of schools is shown, including 'Abernethy E.S.' with statistics for posts, alerts, reach, students, and parents.

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Under Schools, select the school you wish to view. All schools your children attend will be listed.

The screenshot shows the ParentSquare interface for Portland Public Schools. The top navigation bar includes 'Home', 'Admin', and 'Add-ons'. A search bar is present, and the user's name 'Test User' and role 'District Admin' are displayed in the top right corner. The left sidebar contains navigation options: 'Communicate' (Posts, Scheduled & Draft Posts, Messages, Alerts and Notices), 'Explore', and 'Participate'. The main content area displays a dashboard for 'Portland Public Schools'. A dropdown menu is open, showing the 'Schools' section with two options: 'Arlita E.S.' and 'Lane M.S.'. The 'Portland Public Schools' option is highlighted with a blue checkmark. Below the dropdown, there is a 'New Post' button. The main content area displays a post titled 'Standing with Our Families and Protecting Our Students' by Andrea Mayer. To the right, there is an 'EVENTS' calendar showing dates from Sunday to Saturday.