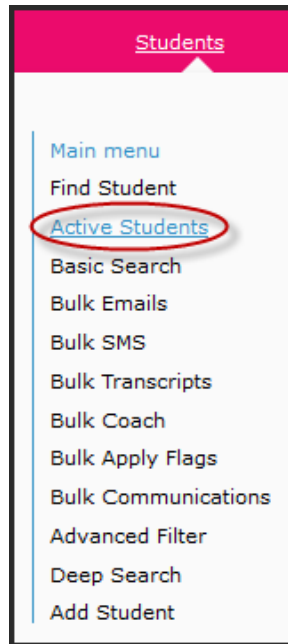




How to Add a Guardian to a Student Account

When a guardian is added to a student account, they can log into their own interface to monitor their student's progress data. They will also be copied on emails our teachers send to students throughout course enrollment.

1. Hover your cursor over Students and then click on **Active Students**.



2. Click on the student's name.
3. On the left-hand side of the student page, under Main Information, click **Guardian Accounts**.





4. Enter guardian contact information, which also includes specifying a username (ex. email address) and password which they will use to log into the system to monitor progress data and be included on emails from our teachers. Usernames cannot be edited after creation. Apostrophes and hyphens are not accepted. Click **Create** when finished entering guardian information.

Add new Guardian

User Name:	<input type="text"/>	Password:	<input type="password"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

An automatic email is sent to the student from noreply@edoptionsacademy.com and titled, "Edmentum Account Creation Notification" which contains the URL, username, and password to log into the system.

Note: If you've already entered the guardian for a sibling, you don't need to create another account for them but rather add them to this student. Click **Add an Existing Guardian**, select the guardian from the drop down and then click **Save**.