LinkSkool

Getting started

How do I give students and parents their sign-in?

Students and parents sign in with a one-time setup code, then choose their own password. Print the codes on slips, or send parents theirs by WhatsApp or SMS.

1

Open **Students**.

2

For students, choose **Access slips**, then **One class** (and the class) or **The whole school**, and **Make slips**. Print the sheet that opens.

3

For parents, choose **Invite parents**. Choose **WhatsApp or SMS** and **Send codes**, or **Print slips** and **Make slips** to hand them out.

4

Tick **Include people already signed up** only for someone who has forgotten their password: their new code lets them choose another.

Good to know

- Staff access slips are under **Access slips** on the **Staff** page.
- Parents with no phone number are left out; add one on the student's record first.
- Codes sent by WhatsApp or SMS use message units, and still go out when units have run out.