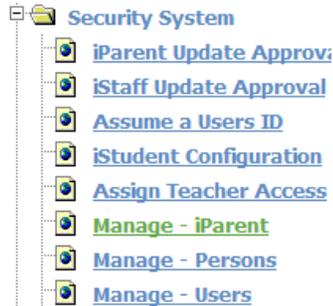


## iParent - Guardian Approval



### Step 1: Guardian Approval – Verifying Registration Information

The Guardian must supply certain data at the time of registration. This step is to check that the data entered by the Guardian during the registration process matches the data in the Student’s iPASS record.

**NOTE:** The iParent Configuration has district settings for Guardian Legal Status, Relationship, and options to require certain fields such as Student SSN, Workplace and Student City of Birth.

- A. Go to **Security System > Manage – iParent > Guardian Approval**.

*Helpful Hint!* Sort By = Request Date will show the registration requests in order of the date they were requested.

Guardian Approval
iParent Configuration

**GUARDIAN APPROVAL FILTERS**

Search

You may use Enter/Return or Click Search

Request Status: Pending  Sort By: Guardian Name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Clear

GUARDIAN APPROVAL				
Guardian	Student IDs	Student Names	Requested	Request Status
Agosto, John	25087 6321	Agosto, Geraldo Ladybird Lake Elementary School	03/05/2016 1:50 PM	Pending
		Agosto, Martial Pumpkin Patch Elementary School		
Agosto, Susan	25087 6321	Agosto, Geraldo Ladybird Lake Elementary School	03/05/2016 1:28 PM	Pending
		Agosto, Martial Pumpkin Patch Elementary School		
Baxter, Patricia	15424	Baxter, Brendan Harris Senior High	03/10/2015 5:01 PM	Pending

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*Helpful Hint!* You can delegate the approval process to each school by identifying the “oldest” student’s school as the “approver” (ie. High School). The Guardian will be approved for access to all the children linked to the Guardian account no matter what school they go to.

- B. Click on **Guardian** name to open the Guardian Approval screen.

This will bring you to a screen that displays both the **Data Entered in Request** by the Guardian registering for an iParent account and the **Data on Record in iPASS**. Information that does NOT match will be highlighted in red.

**NOTE:** Before approving a Guardian the information supplied during registration should be checked for accuracy. If there is a discrepancy it should be reviewed to determine if it was a data entry error or incorrect information. Each school district should have a process in place to verify the parent is who they say they are and confirm they should be allowed access to the student.

Example: Student data entered by Guardian matches iPASS.

Guardian Approval	
Guardian and Request Information	
Name: Ms. Susan Agosto Email: sagosto@gmail.com Work Place: Target Address: 12188 Main Street Hopelawn, PA 18101 Phone(s): 717-634-7777 Cell	ID Requested: sagostokids Requested On: 03/05/2016 1:28 PM Gender: Female
Student Information	
Data Entered in Request	Data on Record
<input type="checkbox"/> Deny access to this student  Student ID: 6321 Student Name: <b>Martial Agosto</b> DOB: 08/11/08 City of Birth: Hopelawn	Counselor: Light, Danielle Student ID: 6321 Student Name: <b>Martial Agosto</b> DOB: 08/11/08 City of Birth: Hopelawn
<input type="checkbox"/> Deny access to this student  Student ID: 25087 Student Name: <b>Geraldo Agosto</b> DOB: 02/22/07 City of Birth: Hopelawn	Counselor: Black, Kristen Student ID: 25087 Student Name: <b>Geraldo Agosto</b> DOB: 02/22/07 City of Birth: Hopelawn

Example: Student data entered by parent does not match what is in iPASS.

Guardian Approval	
Guardian and Request Information	
Name: Mr. John Agosto Email: jagosto@gmail.com Work Place: Address: 12188 Main St Hopelawn, PA 18101 Phone(s): 717-634-5555 Home	ID Requested: jagostokids Requested On: 03/05/2016 1:50 PM Gender: Female
Student Information	
Data Entered in Request	Data on Record
<input type="checkbox"/> Deny access to this student  Student ID: 25087 Student Name: <b>Geraldo Alexander Agosto</b> DOB: <b>02/23/07</b> City of Birth: Hopelawn	Counselor: Black, Kristen Student ID: 25087 Student Name: <b>Geraldo Agosto</b> DOB: 02/22/07 City of Birth: Hopelawn
<input type="checkbox"/> Deny access to this student  Student ID: 6321 Student Name: <b>Martial Marie Agosto</b> DOB: 08/11/08 City of Birth: Hopelawn	Counselor: Light, Danielle Student ID: 6321 Student Name: <b>Martial Agosto</b> DOB: 08/11/08 City of Birth: Hopelawn

**DOB is one day off – likely data entry error.**

**Parent entered Middle Name – iPASS does not have one in the record.**

**Helpful Hint!** Click on the Student ID# to access the student's Profile screen to view more information.

Example: Student ID# entered by Guardian during registration is incorrect.

Guardian and Request Information	
Name: Mr. John Agosto	ID Requested: agostokids
Email: jagosto@gmail.com	Requested On: 03/05/2016 2:18 PM
Work Place:	
Address: 12188 Main Street Hopelawn, PA 18101	Gender: Female
Phone(s): 717-634-5555 Home	

Data Entered in Request	Student Information	Data on Record
<input type="checkbox"/> Deny access to this student		
Student ID: 18320	Counselor: Poppins, Lisa	<b>Wrong Student ID#. No data matches. Registration should be deleted.</b>
Student Name: <b>Geraldo Agosto</b>	Student ID: 18320	
DOB: 02/22/07	Student Name: <b>Calimero Angelo</b>	
City of Birth: <b>Hopelawn</b>	DOB: 04/18/00	
	City of Birth:	

**NOTE:** When the incorrect Student ID# is entered by the parent there is no way to fix this in the Guardian Approval record. It is recommended that the Guardian be contacted to verify the Student ID#. The Guardian will need to submit a new registration with the correct Student ID#. The registration with the incorrect Student ID# should be deleted. Scroll to the bottom of the Guardian Approval and click Delete.

## Step 2: Check for Duplicate Guardian Records & Merge Person Records

Each Guardian should only be entered into iPASS once. There are times when Guardians have been entered EACH time a new child in the family enrolls in the district or when the Guardian is also an emergency contact for another child.

Duplicate Guardian records should be merged prior to approving an iParent account. This will make sure that all children associated with this Guardian will be linked to the same Guardian record. When any changes are made to that Guardian record, such as contact information, the update will be available in all the linked student's records.

- Security System
  - [iParent Update Approv:](#)
  - [iStaff Update Approval](#)
  - [Assume a Users ID](#)
  - [iStudent Configuration](#)
  - [Assign Teacher Access](#)
  - [Manage - iParent](#)
  - [Manage - Persons](#)
  - [Manage - Users](#)

- C. Go to Security System > **Manage – Persons > Merge Persons**. Enter Guardian's Last Name and click Search.

**Helpful Hint!** If the Guardian is registering as "Mr & Mrs" try to determine if it is the mother or father and select the appropriate Guardian in the Guardian information sections.

**SEARCH FOR PEOPLE TO MERGE**

Last Name:

Phone:

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Look for the Guardian that is registering for the iParent account. If there is more than one Guardian record for the SAME person, they should be merged. Check the Address, Phone, and Students to confirm this is the same Guardian.

**CAUTION:** Do **NOT** merge a Guardian record with a Teacher, Nurse or Student record. These record types must remain independent user accounts.

Example of duplicate Guardian records:

PEOPLE TO MERGE										
Choose	Name	Is Teacher	Is Nurse	Is Student	Emp ID	Address	Phone	Guardian Legal:Student	Relationship Relation:Student	UserID
<input type="checkbox"/>	Agosto, Damien					Main Street Hopelawn, 18101	717-818-6363 Home	Belinda Brandagamba	Emergency Contact:Belinda Brandagamba	
<input type="checkbox"/>	Agosto, Geraldo			<input checked="" type="checkbox"/>		25345 Main Street Hopelawn, PA 18101 12188 Main Street Hopelawn, PA 18101	717-344-6666 Home			
<input type="checkbox"/>	Agosto, John					25345 Main Street Hopelawn, PA 18101	717-634-5555 Cell 717-344-6666 Home	Custodial Parent:Martial Agosto Custodial Parent:Geraldo Agosto	Father:Martial Agosto Father:Geraldo Agosto	
<input type="checkbox"/>	Agosto, Martial			<input checked="" type="checkbox"/>		25345 Main Street Hopelawn, PA 18101 25345 Main Street Hopelawn, PA 18101	717-818-6363 Cell			
<input type="checkbox"/>	Agosto, Susan					25345 Main Street Hopelawn, PA 18101	717-634-7777 Cell 717-344-6666 Home	Custodial Parent:Geraldo Agosto	Mother:Geraldo Agosto	
<input type="checkbox"/>	Agosto, Susan					25345 Main Street Hopelawn, PA 18101	717-634-7777 Cell 717-344-6666 Home	Custodial Parent:Martial Agosto	Mother:Martial Agosto	

**Helpful Hint!** You can check to see if this Guardian already has an iParent account. If they do, they will have a UserID listed. The Guardian records may not have been merged prior to approving the iParent account. These Guardian records can still be merged into the Guardian record with the existing iParent UserID.

- D. If duplicate Guardian records are found, reference the [Quick Guide: Merge Duplicate Guardian Records](#). Go to iPASS Help > Security System > *Quick Guide: Merge Duplicate Guardian Records*.

### Step 3: Check Guardian Contact Information & Permission Setting

Before approving the Guardian's iParent account it is recommended that you compare the contact information provided during registration to the information in iPASS. This is an opportunity to update the Email Address, Phone(s), and Workplace.

Check that the permission to view the student record in iParent is set to "Yes."

**NOTE:** The Guardian will not be able to select and view the student if this permission is set to No.

- E. **Click on the Guardian name** to view the Guardian Record.

<input type="checkbox"/>	Agosto, John					25345 Main Street Hopelawn, PA 18101	717-634-5555 Cell 717-344-6666 Home	Custodial Parent:Martial Agosto Custodial Parent:Geraldo Agosto	Father:Martial Agosto Father:Geraldo Agosto	
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- F. Compare the Personal Information to the information information supplied during registration and update Email, Work Place, Address or Phone(s) as needed.

**NOTE:** The Email Address must match the email provided during registration. Update iPASS to the email supplied during registration. This is most likely the most current email address.

**PERSONAL INFORMATION**

Title: Mr. ▾

\* First Name: John

\* Last Name: Agosto

Gender: Male ▾

\* Email: jagosto@yahoo.com  
[Update Additional Email Addresses](#)

Workplace: Microsoft

Picture File:

**ADDRESSES**

Same address as Primary Student

Street No: 25345 Type: Home ▾

Street Name: Main Street Apt:

Address 2:

City: Hopelawn

State: Pennsylvania ▾ Zip Code: 18101

[Update Addresses](#)

**PHONE NUMBERS**

Phone	Extension	Type	Unlisted?	Rank
717-634-5555	<input type="text"/>	Cell ▾	<input type="checkbox"/>	1 ▾
717-344-6666	<input type="text"/>	Home ▾	<input type="checkbox"/>	2 ▾
<input type="text"/>	<input type="text"/>	Cell ▾	<input type="checkbox"/>	3 ▾
<input type="text"/>	<input type="text"/>	Cell ▾	<input type="checkbox"/>	4 ▾
<input type="text"/>	<input type="text"/>	Cell ▾	<input type="checkbox"/>	5 ▾

[Update Phone Numbers](#)

**Guardian Approval**

Name: Mr. John Agosto

Email: jagosto@gmail.com

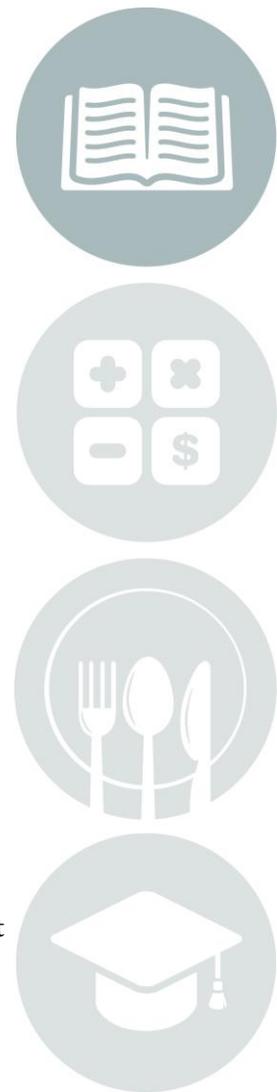
Work Place:

Address: 12188 Main St  
Hopelawn, PA 18101

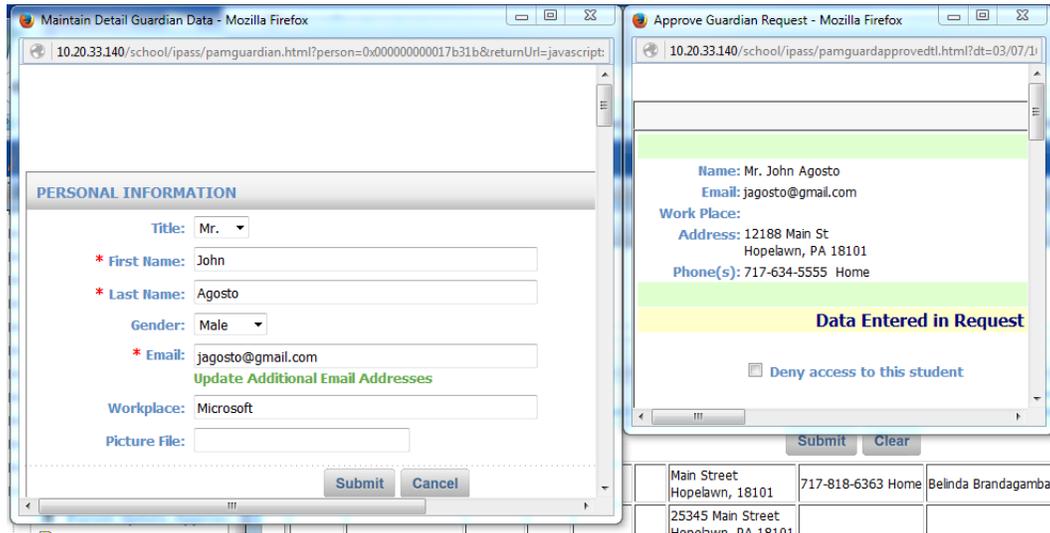
Phone(s): 717-634-5555 Home

**It is recommended that you use the *Update Addresses* and *Update Phone Numbers* screens to make adjustments.**

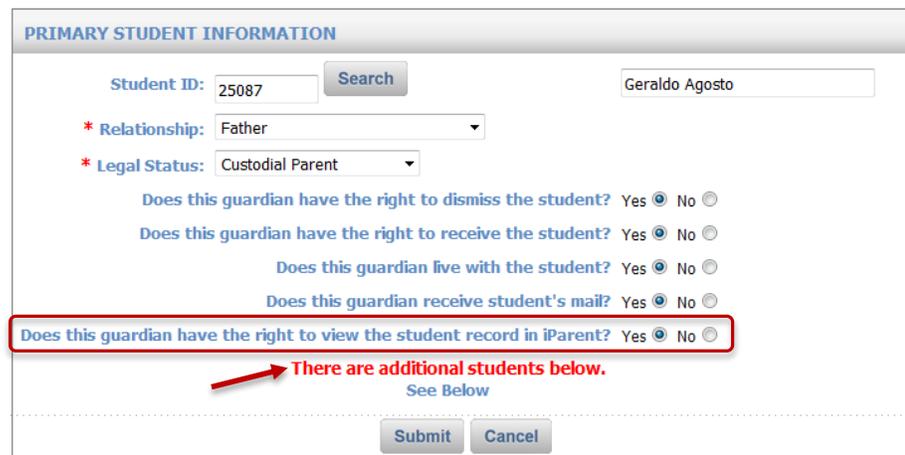
**Address changes should be reviewed prior to update to see if proof of residency is required.**



**Helpful Hint!** Compare the screens side-by-side by opening the Guardian Approval screen first and shrink the window to display on the right. Then open the Guardian record screen and shrink the window to display on the left.



- G. Scroll down to the Primary Student Information section and make sure the permission for **“Does this guardian have the right to view the student record in iParent” = Yes**. If set to No the parent will not be able to select that student to view.

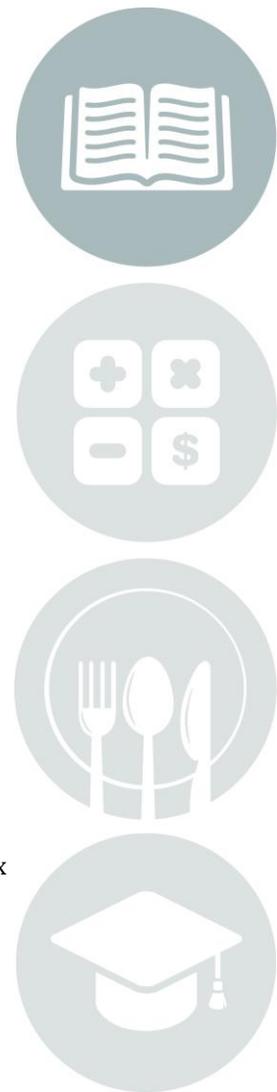


- H. Check for additional student(s) linked to the Guardian to make sure the permissions are set to **“Yes”** for all children in the family. There will be a note in the Primary Student Information box if there are additional student below.

## Step 4: Approve Guardian & Create iParent Account

After the above steps are completed it is time to approve the Guardian and create the iParent Account.

- I. Go back to **Manage – iParent > Guardian Approval** and click on **Guardian** name.



GUARDIAN APPROVAL				
Guardian	Student IDs	Student Names	Requested	Request Status
Agosto, John	25087 6321	Agosto, Geraldo Ladybird Lake Elementary School Agosto, Martial Pumpkin Patch Elementary School	03/08/2016 6:51 PM	Pending
Agosto, Susan	25087 6321	Agosto, Geraldo Ladybird Lake Elementary School Agosto, Martial Pumpkin Patch Elementary School	03/05/2016 1:28 PM	Pending
Baxter, Patricia	15424	Baxter, Brendan Harris Senior High	03/10/2015 5:01 PM	Pending

<< Prev Next >>

- J. Scroll down to the **Guardian Information / Possible Matches On Guardian** section. Find the Guardian you want to approve and click inside the **Radio Button** next to the name. Take a moment to confirm that **iParent Access = Yes**.

**Guardian Information**

**Possible Matches On Guardian**

Name:  Mr. John Agosto

Email:

Students: 6321 Agosto Martial  
25087 Agosto Geraldo

Addresses: Home: 25345 Main Street Hopelawn, PA 18101

Gender: Male

iPass User ID:  Person ID: 14358

Receives Mail Yes Lives w/student Yes Relationship Father Legal Status Custodial Parent iParent Access Yes

Receives Mail Yes Lives w/student Yes Relationship Father Legal Status Custodial Parent iParent Access Yes

**Helpful Hint!** If any adjustments need to be made, click on the Student ID# to access the Student Profile screen and Guardian record.

- K. Scroll to the bottom of the screen, add **Comments** if necessary, and click **Approve** to approve the Guardian and create an iParent account.

**Helpful Hint!** The Comments box can be used to note actions such as verifying data prior to Guardian Approval when there were highlighted mismatches or to indicate why a Guardian Approval was denied.

Comments: Data entry error on DOB. Verified correct DOB with Father.

- L. There is an opportunity to confirm you are approving the correct Guardian. **Click OK**. Then a confirmation that the Guardian was approved with an identified User ID. **Click OK**.

Approve the existing guardian John Agosto ?

Guardian John Agosto has been Approved. with ID jagostokids.

The Guardian no longer appears on the Guardian Approval Request Status = Pending list.

GUARDIAN APPROVAL				
Guardian	Student IDs	Student Names	Requested	Request Status
Agosto, Susan	25087 6321	Agosto, Geraldo Ladybird Lake Elementary School Agosto, Martial Pumpkin Patch Elementary School	03/05/2016 1:28 PM	Pending
Baxter, Patricia	15424	Baxter, Brendan Harris Senior High	03/10/2015 5:01 PM	Pending

<< Prev Next >>

**NOTE:** If the Guardian still appears as Pending after approving the account it is mostly likely because they already have an approved iParent account. A Guardian can NOT be approved for multiple iParent accounts. After confirming they have an account, the duplicate registration request by the Guardian will need to be deleted to remove it from the Guardian Approval "Pending" list.

**Helpful Hint!** To find out if a Guardian is already approved and has an iParent account you can search for the Guardian and look for an existing User ID on the Merge Persons screen or the Internet User Information section of the Guardian's record.

<input type="checkbox"/>	Agosto, John				12188 Main St Hopelawn, PA 18101 25345 Main Street Hopelawn, PA 18101	717-634-5555 Cell 717-634-5555 Home	Custodial Parent:Martial Agosto Custodial Parent:Geraldo Agosto	Father:Martial Agosto Father:Geraldo Agosto	jagostokids
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**INTERNET USER INFORMATION**

Allow internet access for this Guardian? Yes  No

User ID: jagostokids [Manage User](#)

New Password:  Only fill this in to set a new password or change the existing one.

Verify Password:  Only fill this in to verify the password entered above.

