

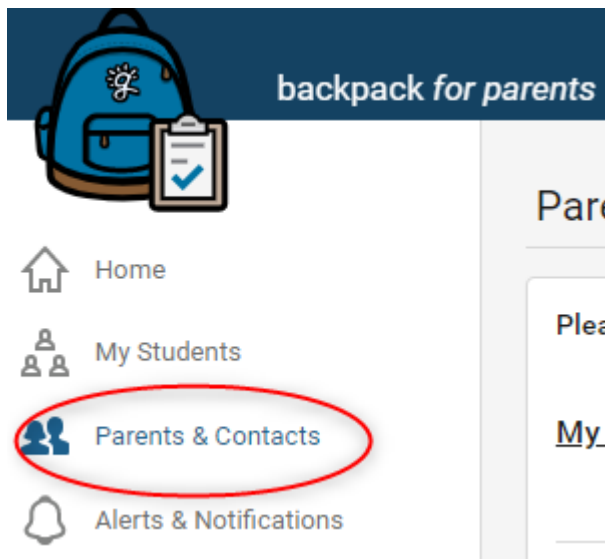


## How to Change or Add Email Address for Parent Backpack



Log into Parent Backpack, using your email and password.

Click on Parents & Contact on the left hand Navigation tool bar.



Your name will be on the next screen. Click on the arrow on your row.

At the top of the page, you will see your name and email. Click on the blue “the settings page” (blue box).

Name

Edit

(Legal) First

Middle

Last

[Redacted]

Not Entered

[Redacted]

Email(s)

[Redacted]@greenville.k12.sc.us

(if you need to change your email, please manage your email address(es) using the "My Emails" section on the settings page.)



## How to Change or Add Email Address for Parent Backpack



This will take you to the “My Account Settings” screen. Please click on the My Emails tab. Here you will see your email address that you created your Parent Backpack Account. This email will be marked as your Primary Email.

+ Add an Email

To add a new email, please click on the Add button

You will see this screen will pop up.

### Add an Email Address to your Account

Associate a new Email Address

Enter email address

Adding an associated email requires you to first confirm it by clicking on a link in a confirmation email we will send to you aftering you click "Add Email" below.

Cancel

Add Email

Add your new email address and click the Add Email button.

You will receive the following message.

✓ The email has been successfully added. Please check your email for a confirmation email. You have to click the link in the email to confirm the newly added email address before it's activated in backpack. This confirmation link will expire in 24 hours. ✕

Email	Status	Sign In?
@greenville.k12.sc.us	Confirmed	Primary Email <input checked="" type="checkbox"/>
@hotmail.com	Pending Confirmation	<input type="checkbox"/>

You need to check and active the email within 24 hours.



## How to Change or Add Email Address for Parent Backpack



**If you are switching from the original email to the new email as being the Primary Email for your Parent Backpack Account, please also update Account Recovery Email and Notifications Settings.**

On **My Account Settings** screen select the Security tab.

### My Account Settings

Security	My Emails
<b>Change Your Password</b> If you change your password, you will be signed out so that you may sign back in with your new password.	<b>Account Recovery</b> If you forget your email/username, we will use the information you provide to help you get back into your account.

Click on the Edit button for Recovery Email

Recovery Email ✓

██████████@greenville.k12.sc.us

Edit

Recovery Mobile Phone # ✓

██████████

Edit

Mobile Provider

AT&T

Add your new email to the Recovery Email box and click on the blue Save Recovery Settings button.

Recovery Email ✓

██████████@greenville.k12.sc.us|

Cancel

Save Recovery Settings

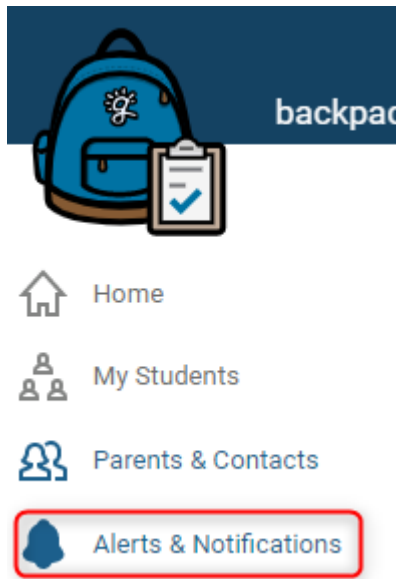


# How to Change or Add Email Address for Parent Backpack



## Alerts & Notifications

Click on the Alerts & Notifications on the left side of the screen (red box).



Click on the underlined (yellow highlight).

## My Alerts and Notifications

Below are your notifications as a parent or contact (these are not your selected student's notifications).

In order to receive notifications and/or alerts, you need to be opted in to receive them on the Alerts & Notifications Settings page. Ac

This will take you to the Settings Page.

## Alerts, Notifications, & Progress Report Settings

Alerts, Notifications, & Progress Report Settings		
<u>Alerts</u>	Notifications	Progress Reports



## How to Change or Add Email Address for Parent Backpack



On the **Alerts tab**, you can set up your Alert Preferences for your Email and Mobile Phone, if it has been verified. You can slide the toggle switch (red circle) to green if you want the different Alerts sent to your email. You can also set a threshold for Assignment Grades and Lunch Balance (red box).

If you have more than one Student, you can click on the “Apply to All Students” (green box). This will put the same Alert settings on all of your Students.

Alert Preferences for [redacted]:

my email(s)/mobile number(s)

	Absences <sup>1</sup>	Assignment Grades <sup>2</sup>	Lunch Balance <sup>3</sup>	Behavior <sup>4</sup>
@greenville.k12.sc.us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[redacted]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

⚠ Your mobile phone number must be verified before you can setup alerts for it. please [go to your parent and contacts settings](#) to verify your mobile phone number.

	Absences <sup>1</sup>	Assignment Grades <sup>2</sup>	Lunch Balance <sup>3</sup>	Behavior <sup>4</sup>
(864) [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Threshold below %:

	Absences <sup>1</sup>	Assignment Grades <sup>2</sup>	Lunch Balance <sup>3</sup>	Behavior <sup>4</sup>
	Not Applicable	80 %	\$ 10.00	Not Applicable

If you'd like these alert settings to be applied to *all of your students*, and not just Blakelee, then click the following button: [Apply to All Students](#)

Click on the Notifications tab. You can edit your Notifications Preferences. Notifications are set up in 4 groups, Class, School, District and System. You can slide the toggle switch to signify if you wish for Notifications to be sent to your Email Address or Mobile Phone. You can also set Notifications for all of your Students, (green box), at one time.

Alerts | **Notifications** | Progress Reports

My Notification Settings for [redacted]

Change how you receive notifications for [redacted]

Use the options below to **opt in** or **opt out** of receiving the notifications at your verified email(s) and verified mobile phone number.

By **opting in** to a given option below, you are agreeing to allow Greenville County Schools to contact you through the listed email(s) or contact you through text (SMS) messaging to your mobile phone number<sup>1</sup>.

<sup>1</sup> Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier. As mobile access and text message delivery is subject to your mobile carrier network availability, such access and delivery is not guaranteed.

Notification Preferences for [redacted]:

Notifications:	Class <sup>1</sup>	School <sup>2</sup>	District <sup>3</sup>	System <sup>4</sup>
@greenville.k12.sc.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(864) [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⚠ Please visit the "Emails" settings tab to verify this email address.

If you'd like these settings to be applied to *all of your students*, and not just Blakelee, then click the following button: [Apply to All Students](#)