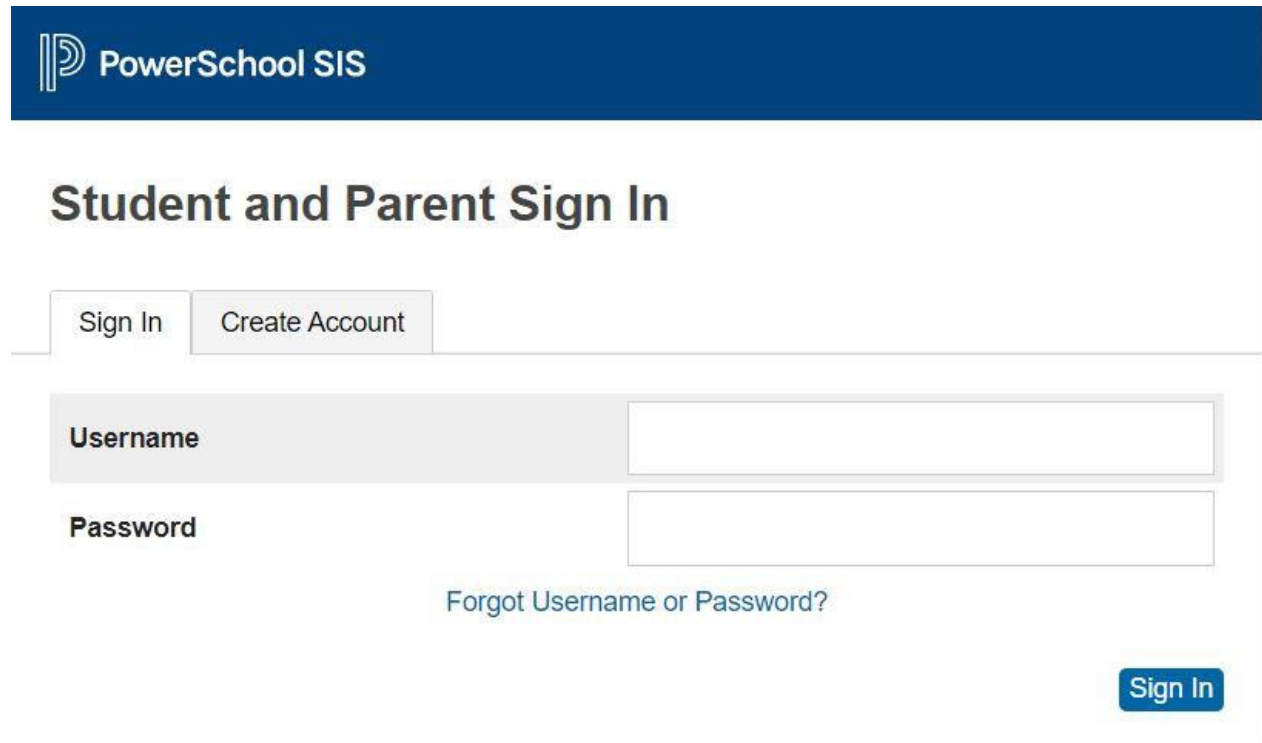


## Parent Opt In for PowerSchool Digital Document Delivery.

The East Granby Public Schools are now utilizing Digital Document Delivery of your student's report cards and other school correspondences. Please follow the steps below to opt in for this new convenient service.

1. Log into your PowerSchool Parent Portal account at <https://egps.powerschool.com/public>

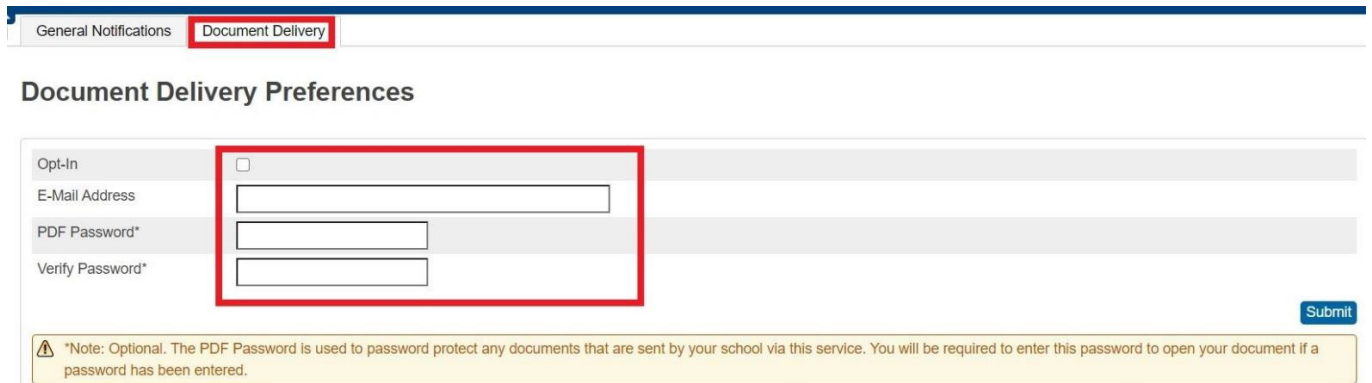


The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo and name. Below the header, the main heading is "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned to the right of the password field.

2. Click on Email Notification in the left hand navigation menu



3. Select the Document Delivery tab
  - a. Check the Opt-In box
  - b. Enter the email address where you would like to receive your reports. You can enter more than one address separated by commas (,)
  - c. Enter a password if you would like emailed reports to be secured. **If choose to set a password, please remember your entry, as you will be prompted to enter this password when you get the emailed report.** Be mindful that if you do not set a PDF password, anyone with access to the document email that is sent will be able to view the report card.
  - d. Click Submit



General Notifications **Document Delivery**

### Document Delivery Preferences

Opt-In

E-Mail Address

PDF Password\*

Verify Password\*

**Submit**

\*Note: Optional. The PDF Password is used to password protect any documents that are sent by your school via this service. You will be required to enter this password to open your document if a password has been entered.

**Note: If you have multiple students linked to your account you must go through this process for each student individually. Click on your next student's name and repeat the steps in this guide again for them.**

You are now eligible to receive report cards electronically.