

## Adding parents/carers to Learning Journals

Schools are responsible for adding parents/carers to Learning Journals and ensuring only those entitled to have access to a child's information is given this access. Where there is any doubt seek confirmation from the pupil record before associating a parent/carer to a child's account.

- Log in to Learning Journals
- Open the **Parents** menu
- Click **+ Add Parent**
- Enter the First name, Last name and Email address for the parent/carer. Work and mobile telephone numbers can also be added although these are optional.
- You can also click the **Emergency Contact** checkbox if you want to indicate that this parent/carer is the emergency contact.
- Next you need to associate the parent account with a child or children. Click on the drop-down arrow and select the appropriate child from the list. Repeat if this parent/carer has more than one child in your establishment.

**N.B. Take care and ensure the correct child/children are associated with the parent account. If there is any doubt check the pupil record in Click & Go before associating a parent account with a child account.**

- Click the checkbox to confirm the parent/carer has given permission for their details to be added to Learning Journals system.
- Click the checkbox if you want the parent/carer to receive emails from the messaging system.
- Click the checkbox if you want to automatically email the parent/carer with their login details.
- Click **Submit**