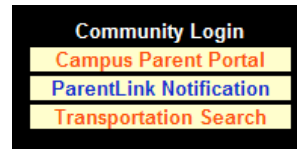


ParentLink Notification System

How to Log In and Update Your Account

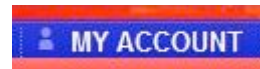
1. Using a computer with Internet access, go to the Great Neck Public Schools Web site (<http://greatneck.k12.ny.us>) and click **ParentLink Notification** in the **Community Login** area.



2. Type in your login ID and password, which appear on the enclosed letter, and click the **LOG IN** button.

A screenshot of a login form. On the left is a grey sidebar with a blue person icon and the word "Login:". To the right, a grey box contains the instruction "To log in, please enter your login ID and password:". Below this are two input fields: "Login ID:" and "Password:". A note below the fields says "Login ID and password are case sensitive." A red "LOG IN" button is in the bottom right corner.

3. After you log in, click on the **MY ACCOUNT** button near the top of the screen.



4. Add all phone numbers, text-message addresses, and e-mail addresses you wish to use to receive our notifications. After entering each one, click the **SAVE** button in the lower right corner of the screen.



5. If you'd like to change your login ID and/or password, click on the **MY ACCOUNT** button, then click the **Change login ID or password** link. Enter your preferred account information, then click the **SAVE** button in the lower right corner.

A screenshot of an "Edit Login" form. At the top is a purple header with a person icon and the text "Edit Login". Below are three input fields: "Login ID:", "New password:", and "Confirm new password:". Each field has a grey border and a small arrow on the right side.

6. Please take a few moments to explore the ParentLink Web site and familiarize yourself with the features and options that are available to you.

ParentLink is easy to use but if you have technical questions, please send them via e-mail to: parentlink@greatneck.k12.ny.us