

Announcement for Parents:

This year a new process has been implemented to centralize the PWCS schools' online system allowing parents to have **one user account** for their school Web site log in and the Edulink Intouch log in. To obtain your user account, please follow the steps below:

- **All parents must obtain an authorization letter in person at your child's school** in order to log in to your school's Web site or to log in to Edulink Intouch.
- You may pick up your authorization letter from your student's alpha administrator secretary at any time during normal school hours or at our Back-to-School night on October 8, 2009. Please check the webpage for additional times that you may pick up your authorization letter. The authorization letter will have a student "passcode" that you will need when you register on your school's Web site. Bring a photo ID. If you have children in more than one school, please go to each school in person.
- After receiving the letter, go to one of your children's school Web sites and register by clicking on the left button "**New User Registration.**" **You only have to register once at one school Web site**, even if you have children at more than one school.
- Parents who are also PWCS **school staff members** do not have to register as a "New User" on SchoolFusion. They will simply log on to their school Web site as usual, click on "My Family" and add the student passcodes on that menu.
- Fill out the online registration form and enter your student's ID number and "passcode" for each of your children in PWCS schools. **If you have children in more than one school, you can enter all children's passcodes from one Web site.** Also, you can add more children at a later time by clicking on your "My family" icon after logging into a school Web site.
- You can **use the same log in user name and password for all Web sites** where your children attend school.
- You can **use the same school Web site log in and password to log into Edulink Intouch** as well.

After you have registered as a "New User" on the Web site, you will be able to log in to Edulink Intouch (also a button on the left of your school's Web site) and view your student's information. **However please wait 48 hours before logging into Edulink Intouch** since there is a time delay to transfer login information to the Intouch system.

Your Edulink Intouch login user name and password **will be the same** as your school Web site log in.