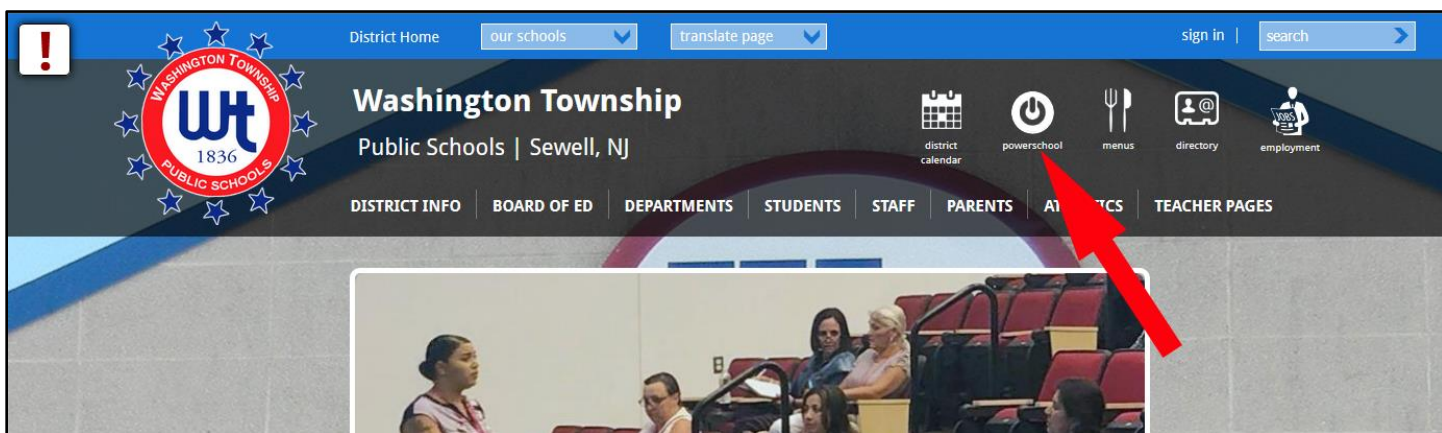


Guide to Updating Email for Swift K-12 Alert System in Your PowerSchool Unified Classroom Account

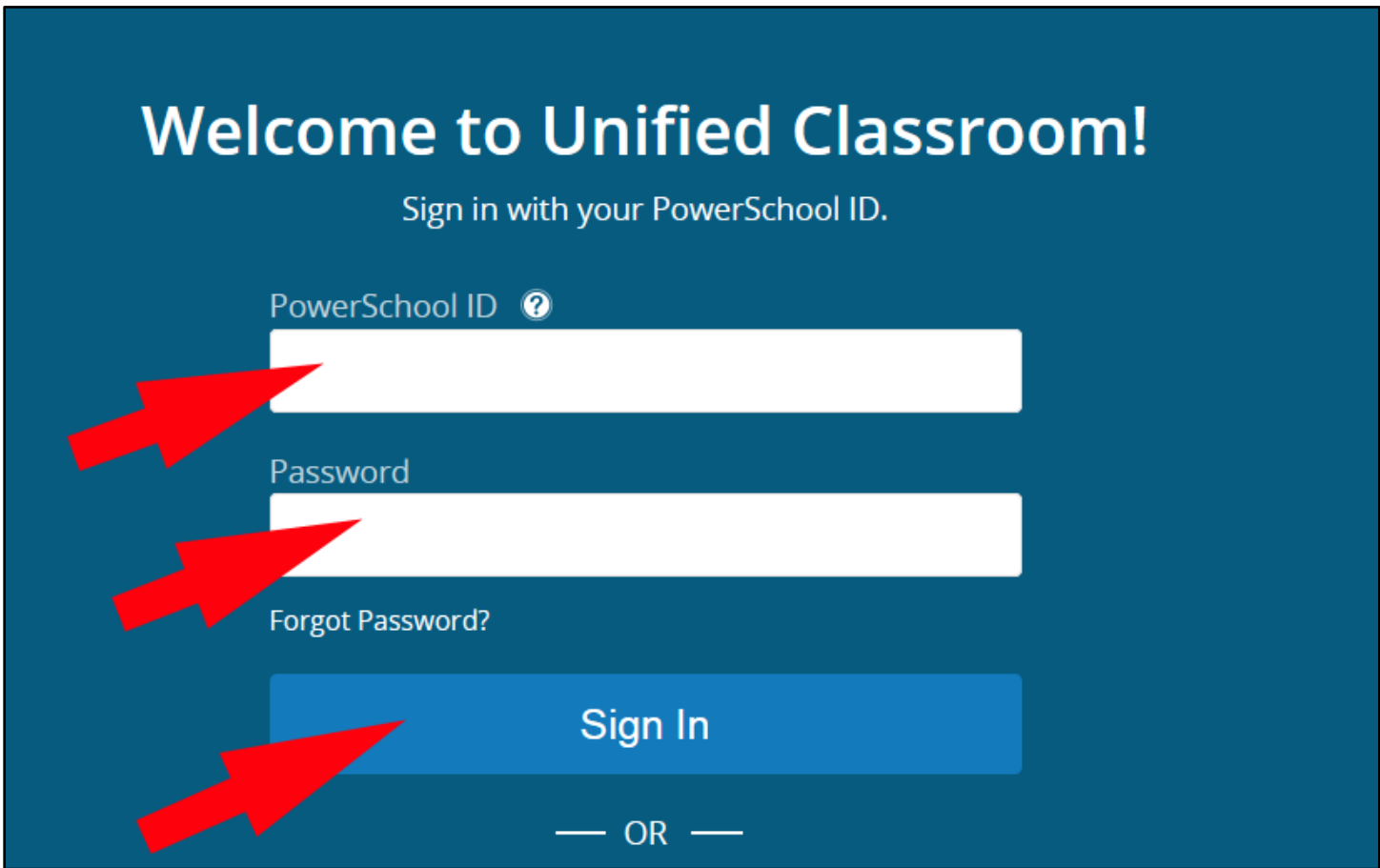
From the front page of the District website (www.wtpps.org), click on the link for **PowerSchool** near the top right of the page:



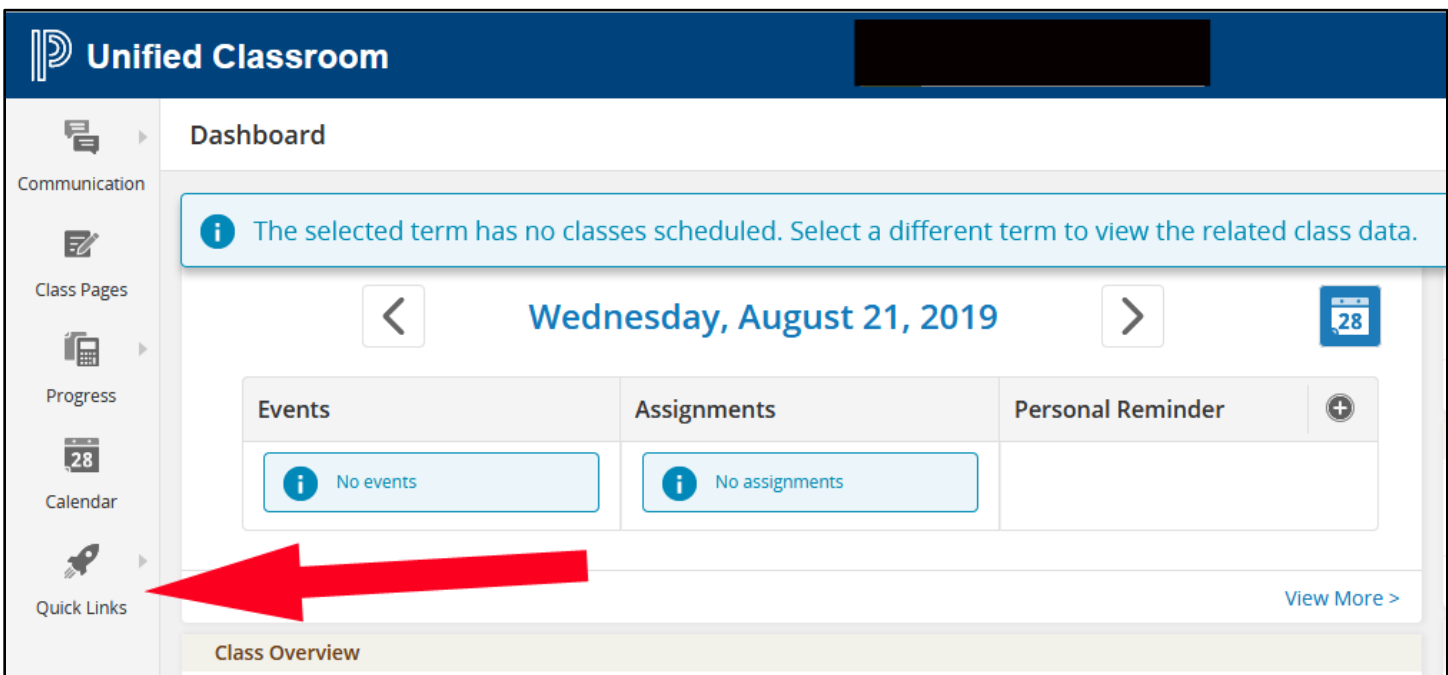
Click on the bright yellow box to go to the **PowerSchool Unified Classroom** login page:



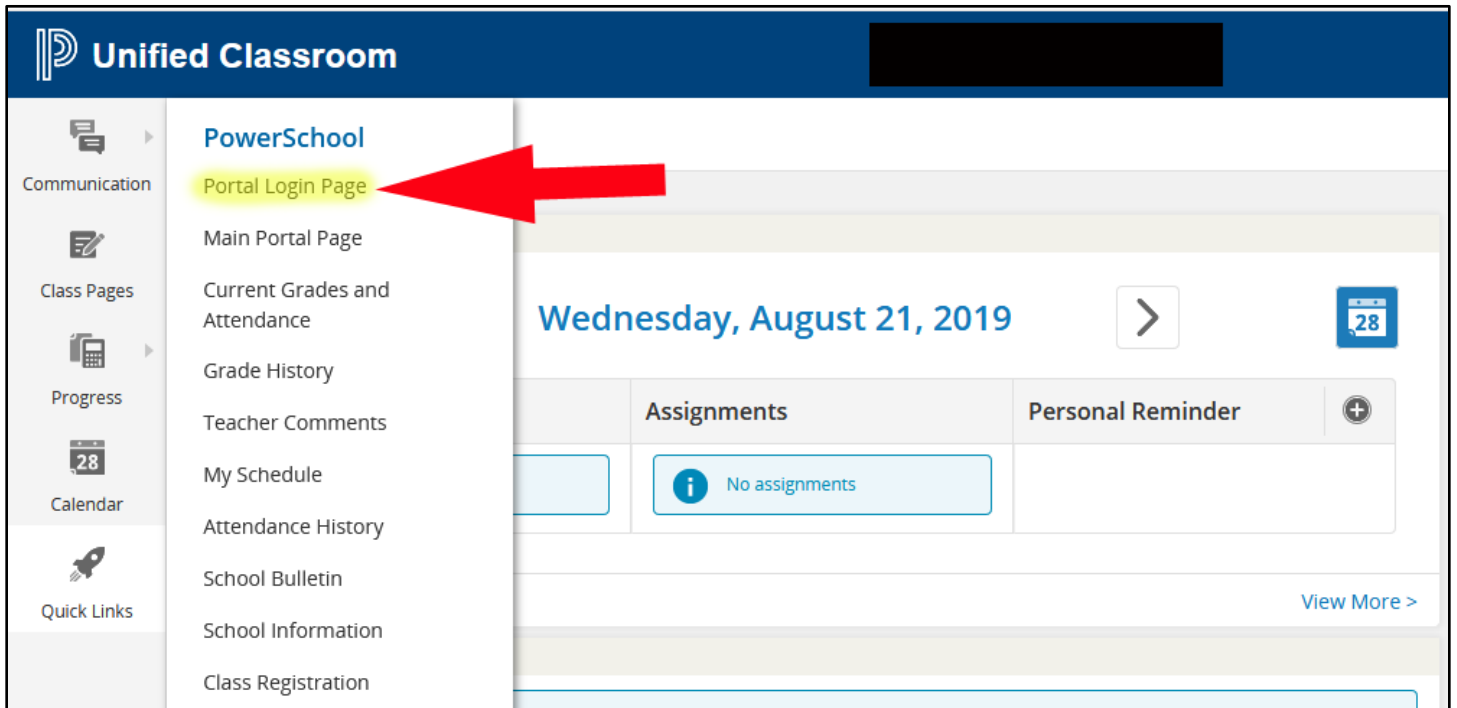
Sign into Unified Classroom using your credentials (Please note: If you have forgotten your credentials or are logging in for the first time, please see *Troubleshooting* information at the end of this document):



Click on the **Quick Links** icon on the left-hand side of the screen:

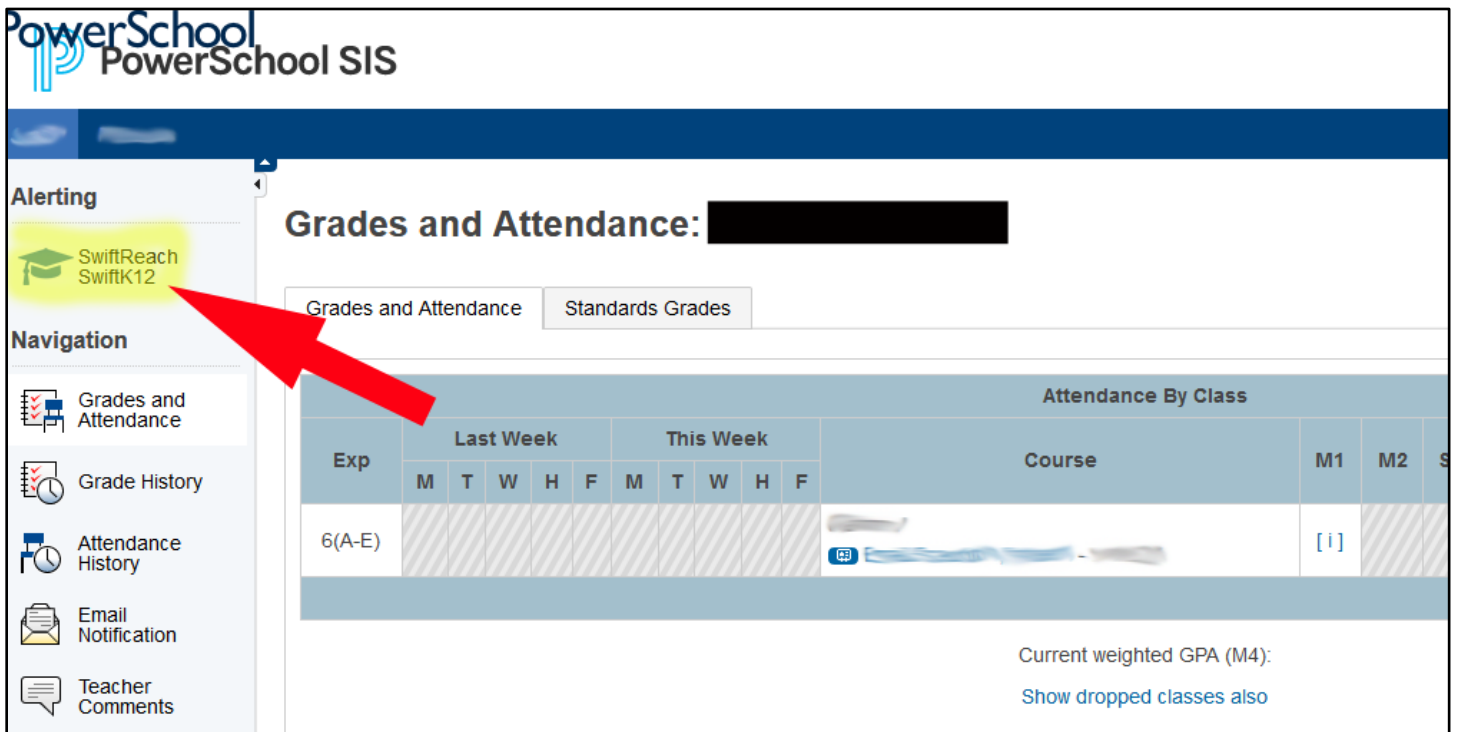


This brings up a menu of options. Click on the link for **Portal Login Page**:



The screenshot shows the 'Unified Classroom' interface. On the left, there is a navigation menu with categories: Communication, Class Pages, Progress, Calendar, and Quick Links. Under the 'PowerSchool' section, the 'Portal Login Page' is highlighted in yellow, with a red arrow pointing to it. Other options in the menu include Main Portal Page, Current Grades and Attendance, Grade History, Teacher Comments, My Schedule, Attendance History, School Bulletin, School Information, and Class Registration. The main content area displays the date 'Wednesday, August 21, 2019' and a calendar icon for the 28th. Below this, there are sections for 'Assignments' (showing 'No assignments') and 'Personal Reminder'.

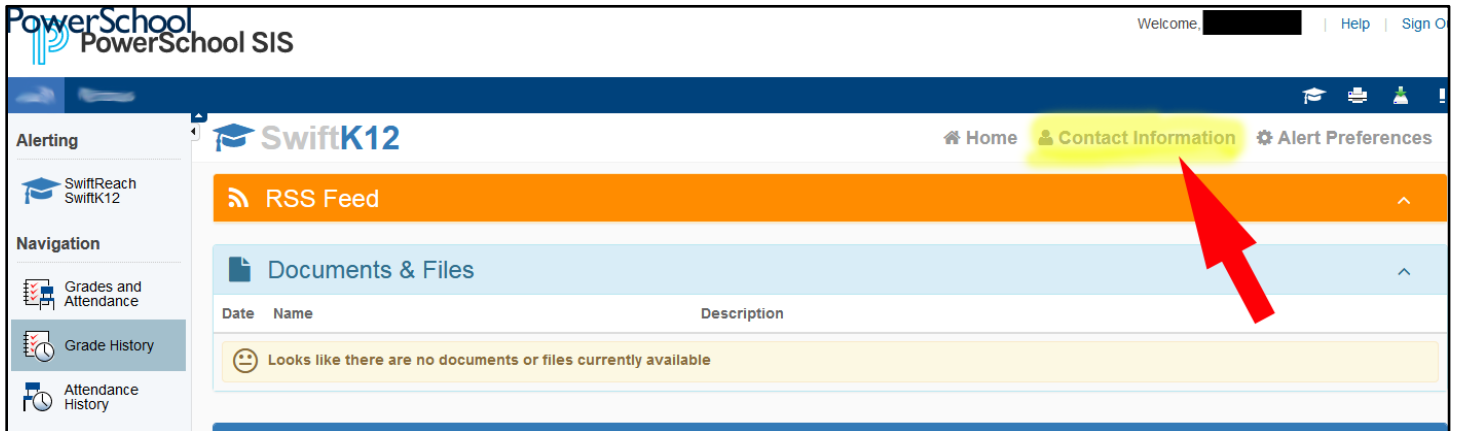
Click on the icon link for **SwiftReach Swift K12**:



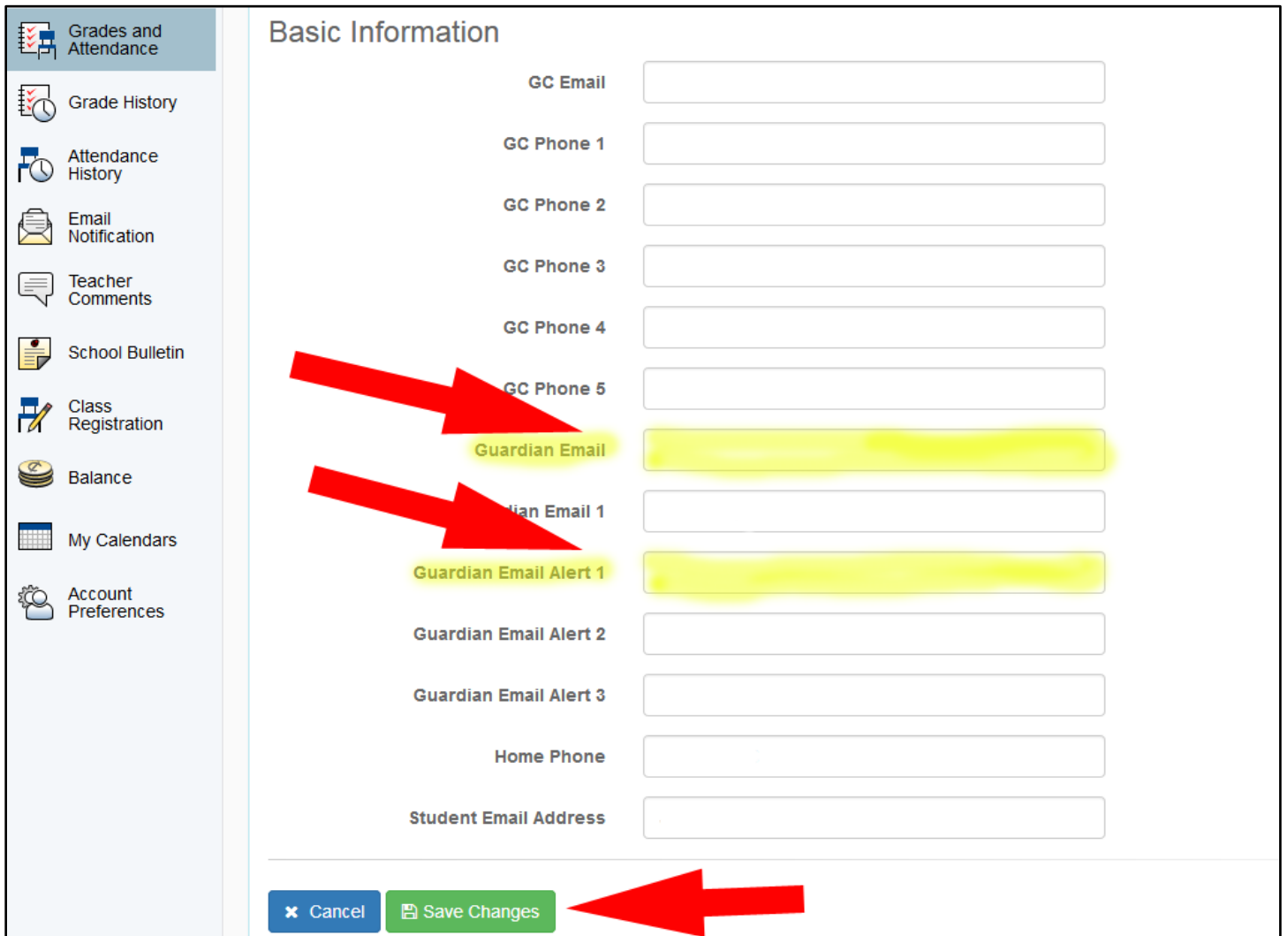
The screenshot shows the 'PowerSchool SIS' interface. On the left, there is a navigation menu with categories: Alerting and Navigation. Under the 'Alerting' section, the 'SwiftReach SwiftK12' icon is highlighted in yellow, with a red arrow pointing to it. The main content area displays the title 'Grades and Attendance: [redacted]' and two tabs: 'Grades and Attendance' and 'Standards Grades'. Below the tabs, there is a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'M1', 'M2', and 'S'. The first row shows '6(A-E)' in the 'Exp' column and '[i]' in the 'M1' column. Below the table, there is a section for 'Current weighted GPA (M4):' and a link 'Show dropped classes also'.

(NOTE: If the SwiftReach Swift K12 icon does not display, please open a different internet browser to try again. Internet Explorer, specifically, has problems supporting this Swift K12 service.)

Click on the **Contact Information** link at the top right of the page:



Enter email addresses in the **Guardian Email** and the **Guardian Email Alert 1** boxes and click on Save Changes. These addresses will receive all emails sent by the Washington Township Public Schools:

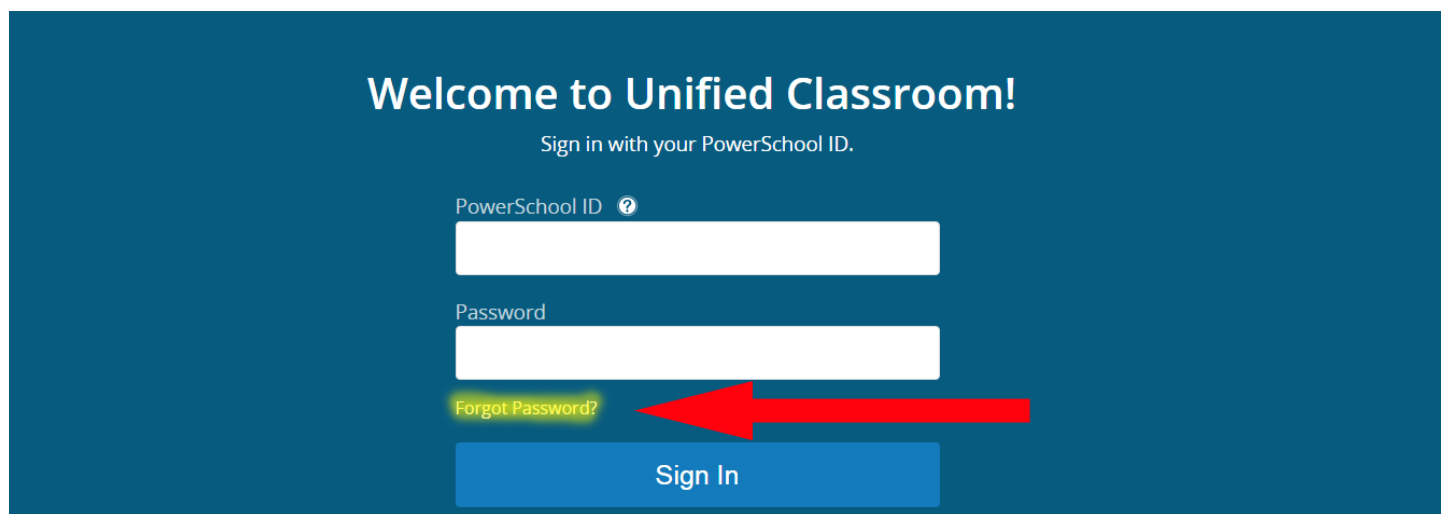


Now, your account's email addresses are fully updated.

Troubleshooting

Lost Password

If you have established a Unified Classroom account but have forgotten your password, you can reset it through the Unified Classroom entry page. After clicking on the yellow box (see page 1) and reaching the Welcome page, click on the link for **Forgot Password**:



Welcome to Unified Classroom!

Sign in with your PowerSchool ID.

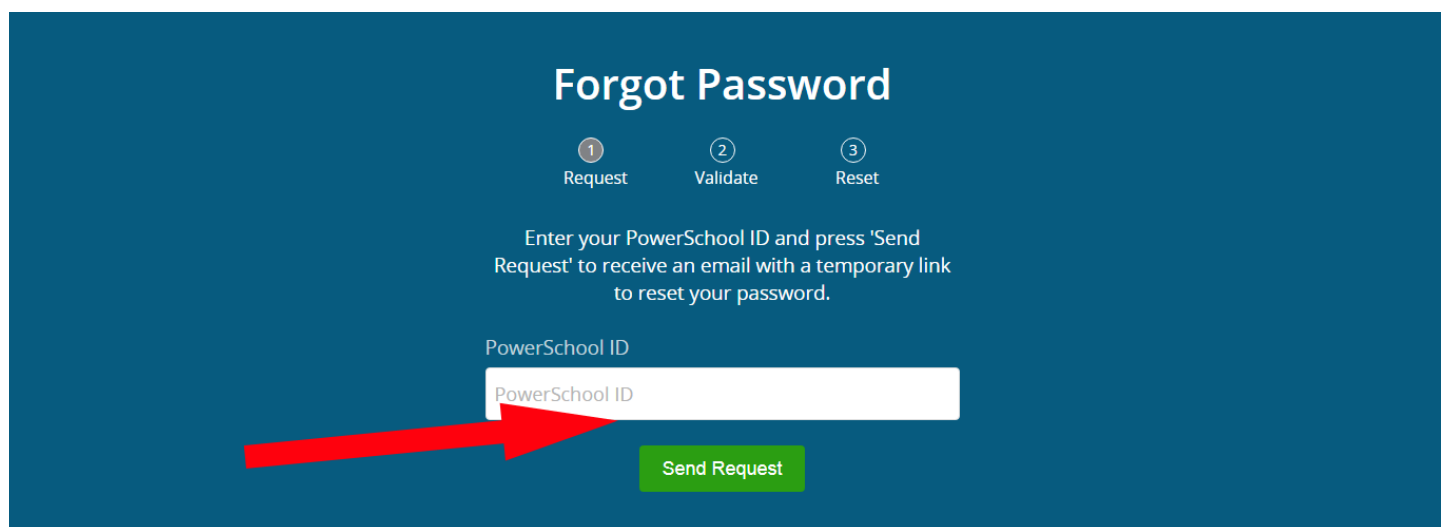
PowerSchool ID ?

Password

Forgot Password?

Sign In

Enter your **PowerSchool ID** (the email address you used when creating your account) in the box and click on **Send Request**. The system will email you a link to reset your password. Then go back to the login page and complete your login.



Forgot Password

1 Request 2 Validate 3 Reset

Enter your PowerSchool ID and press 'Send Request' to receive an email with a temporary link to reset your password.

PowerSchool ID

PowerSchool ID

Send Request

First-Time Users:

If you are logging in for the first time, [click on this link](#) to access detailed instructions for setting up your Unified Classroom account. Please note that you will need the **Student Access Code** and **Student Access Password** that were provided at registration.

Still Having Trouble?

If you still cannot access your account and need to have your email address updated prior to the emailing of bus passes, contact your child's school and they can assist.

If you need your Student Access Code and Student Access Password, or you cannot access Unified Classroom for any other reason, contact Student Data Coordinator Charlie Doud via email at cdoud@wtps.org. Assistance requests will be handled as quickly as possible. Your patience is appreciated.