

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 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 have to go to the school and pick it up in person.

As of September 2nd, you may go to your child's school to receive a printed authorization letter which 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.