Triangle Elementary School

PWCS Account Setup

Parents,

This document will walk you through the setup of your child's PWCS account. Their account provides access to Canvas, Office365, Zoom, Clever, and many more apps. To begin the setup of your child's account, you must have a ParentVue account already setup. If you have not yet setup a ParentVue account, please contact our school secretary, Olympia Asselanis (asselaox@pwcs.edu) for your Activation Code.

To begin your account setup, you will need a few pieces of information.

a) Your child's birthday
b) Your child's PWCS ID Number (found in ParentVue)
c) Your child's Office365 email address (found in ParentVue)

As you can see, some of this information can be found in ParentVue, which is why you will need access to that before you can begin this process. Here is how to find your child's ID number and email address within ParentVue. Want it in video format? We have you covered!

Through the web browser version of ParentVue	Through the ParentVue app on a mobile device
1. Login to ParentVue 2. *As soon as you sign-in, your child(ren) will appear. Underneath their names, you will see a six-digit ID number. **This is their PWCS ID Number.*** 3. In the top-left corner of the screen, there is a drop-down menu that shows which of your children is currently active. Make sure you select the child for whom you would like to know their email address. Then click on **student info**. 4. On the **Student Info** screen, one of the fields says **Email Address**. *This is your child's email address*.	1. Open the ParentVue app on your mobile device and sign-in. 2. Tap on the child you would like to select. 3. Tap on **Student Info**. 4. The field that says **Perm ID** contains a six-digit number. ***This is their PWCS ID Number***. 5. The field that says **Email** contains an email address. ***This is their email address***.

Now that you have your child's birthday, email address, and student ID number, you are ready to get their account setup.

Setting Your Child's Password

Step1: In a web browser, go to password.pwcsbackpack.com. [If you are using a mobile device, you may find this website does not display accurately. If you are having difficulty, switch to a PC/Mac/Chromebook and try accessing from a web browser].

Step 2: Click on "Forgot my password". Then, on the next screen, click "Forgot My Password – Student"

Step 3: Enter your child's username, which is their email address without the "@pwcs-edu.org"

Example: My child's email address is americaCAP45@pwcs-edu.org so his username is americaCAP45

Step 4: Enter your child's ID number where it says, "Student Number". It should be six-digits.

Step 5: Enter your child's birthdate in the MM/DD/YYYY format, including slashes.

Example: My child's birthdate is January 1, 2011. I would type "01/01/2011"

Step 6: Enter a new password for your child, then re-enter it in the second box. Make sure to follow the password rules (these rules vary based on the age of your child; older children are required to have more complex passwords). **It is important that you remember your child's password, but you can always reset it by following these steps again.**

Now that your child's password is set, you can access all the sites, apps, and software available through our PWCS accounts. This will also allow you to login to your child's Canvas account (as the student) or create a Parent Observer account on Canvas.

If, at any point, you have trouble, feel free to contact me, Mrs. Gill (GillLB@pwcs.edu).