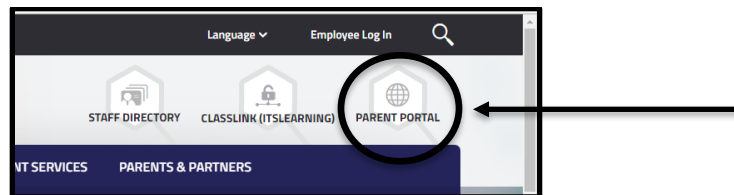




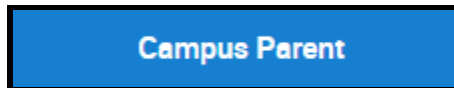
How to add “Authorized Individuals for Checkout” – 2019-2020

All “authorized” individuals to check out a student must be in *Parent Portal* (online system for all student contact information). You may update or change all “authorized” individuals by following these procedures.

1. Access “*Parent Portal*”. You can locate this from the upper right corner of our website. Go to <https://www.forsyth.k12.ga.us/riverwatchms>
2. Select on the Parent Portal icon.

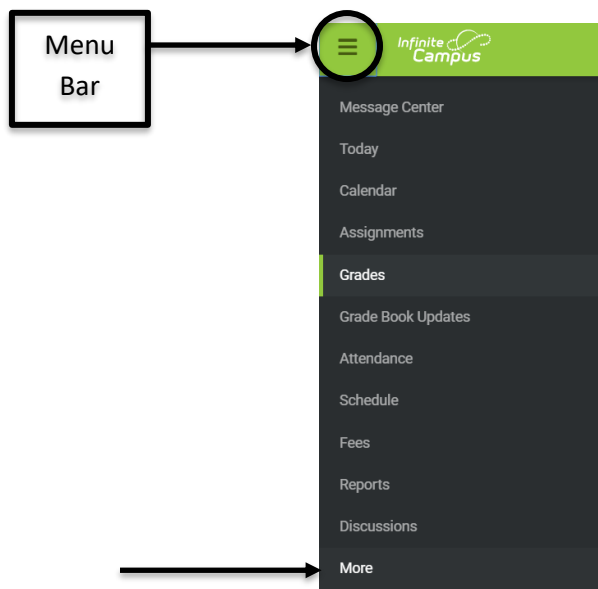


3. You will then be prompted to sign-on to *Parent Portal*.
 - a. Select on the *Campus Parent* button and sign on.



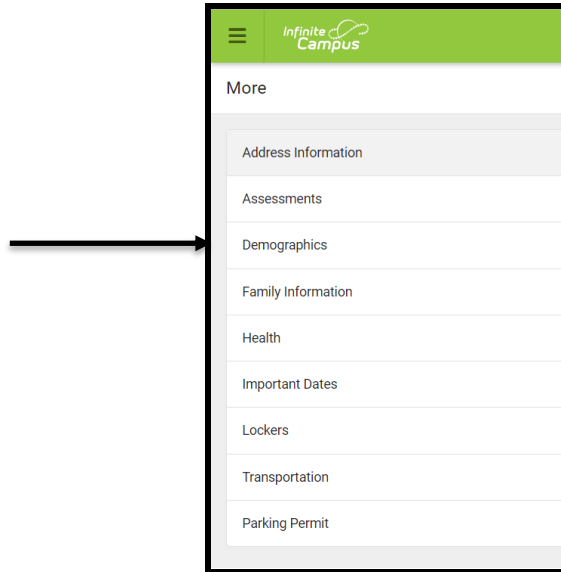
Note: If you are unable to sign-on, you will need to bring your driver’s license (government provided ID) to the school. The front office staff will be able to submit an “ID/Password” reset. This may take up to 24-48 hours to process. This is for the protection and security of all our students.

4. On the Menu Bar in the upper left hand corner, select “More” at the bottom of the list.

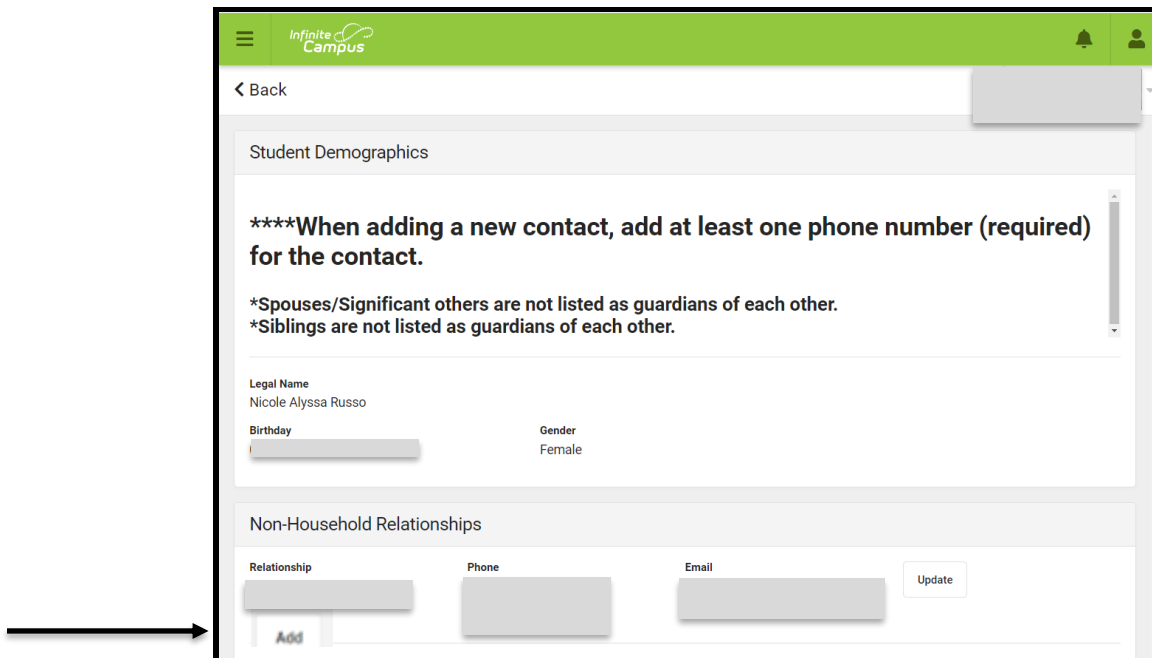




5. Select on “*Demographics*”.



6. You may need to scroll down and look for Non-Household members. You may *update* existing contacts or scroll to the bottom and *add* non-household contacts. This is the section that will allow you add or change who is “authorized” to checkout your student. Anyone that attempts to checkout a student must be “authorized” on this list. This is for the safety and security of your student.



NOTE: You MUST repeat this process for each student by changing the student selected in the upper right hand corner.