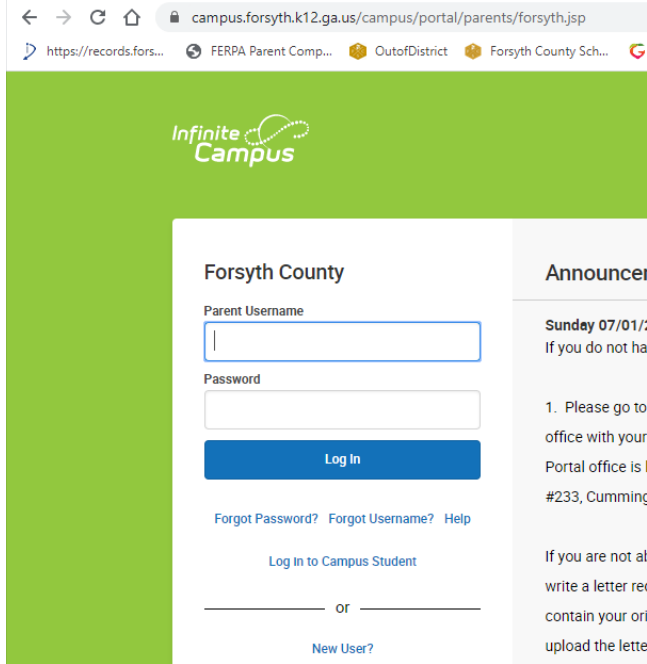


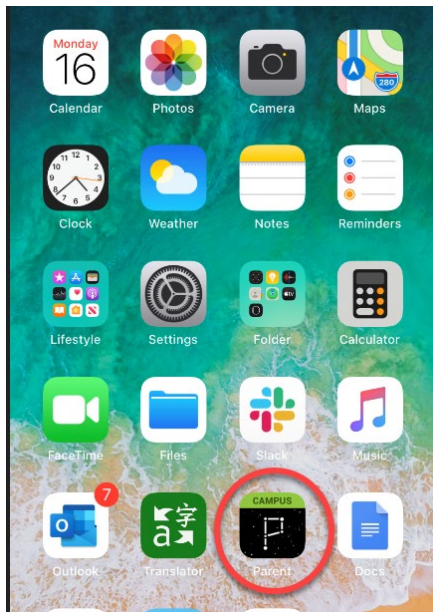
Completing a Survey on Parent Portal

1. Login to your Parent Portal account or go to your Campus Parent app on your smart phone.

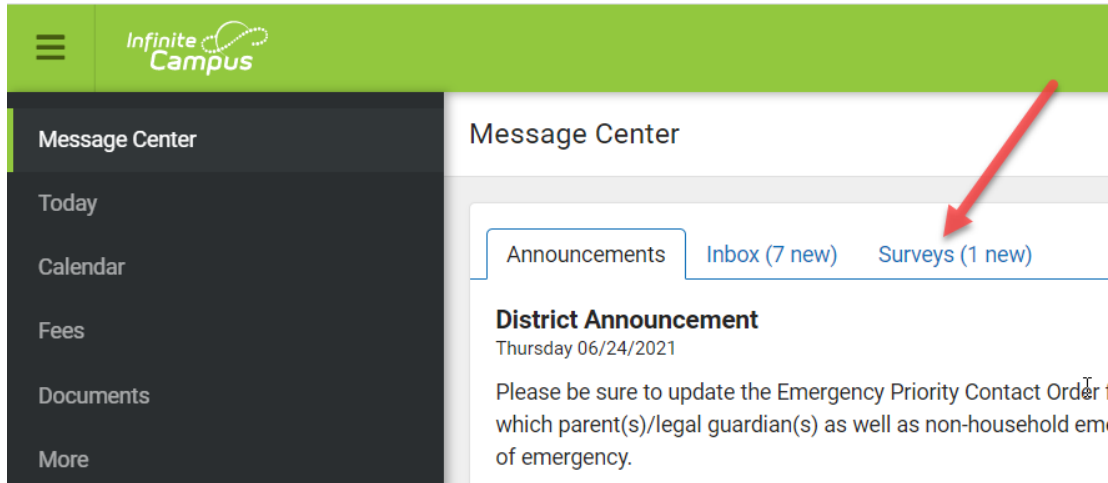
Parent Portal on a computer:



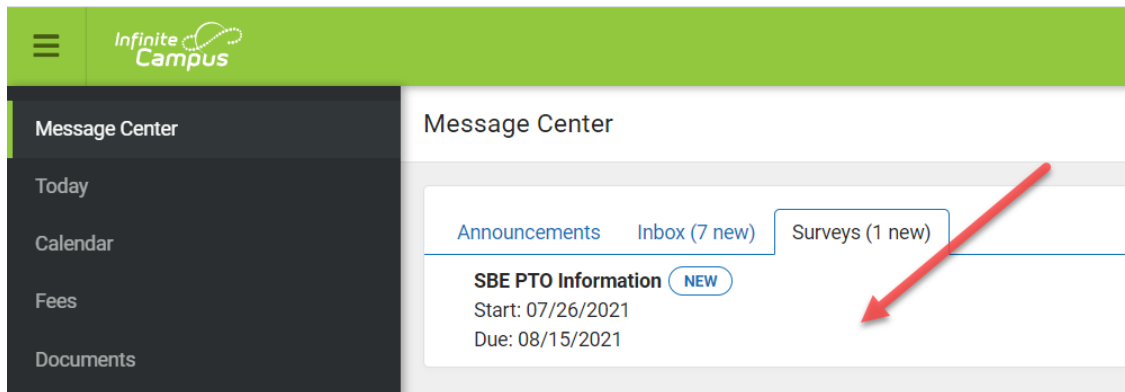
Campus Parent on a smart phone:



2. Once you log in, you arrive at the Message Center. Find the word Surveys in blue and click on it.



3. Click on the white space for SBE PTO Information.



4. Read the question. Click on the green drop-down arrow to answer Yes or No. Then, hit complete.

A screenshot of the 'SBE PTO Information' survey form. The title 'SBE PTO Information' is at the top. Below it, the text reads: 'SBE PTO Email Distribution List. This survey will be used to generate the PTO email distribution list. Parents/Guardians responding yes to the survey will be placed on the SBE PTO email distribution list. If a survey response is not received by 8/15/2021, the response defaults to yes.' The first question is: '1. Do you want your email address to be listed on the SBE PTO email distribution list? *'. Below the question is a dropdown menu with 'Choose...' selected. A red arrow points to the green drop-down arrow on the right side of the menu. At the bottom right of the form, a green 'Complete' button is circled in red.