



Little Rock School District ParentLink Tip Sheet



Site address: lrsd.parentlink.net (note: no “www”)

Login ID: _____

Password: _____

Logging In to ParentLink

- Visit lrsd.parentlink.net
- Enter your Login ID and Password
- Click “Log In”

Accessing “My Account”

- After logging in
- Click “My Account” in the tabs running across the top of the site

Using the ParentLink “My Account” page

Note: If a number or address on your My Account page is in **black** text and is not a clickable link, you cannot edit or remove it via the My Account page. This information is updated from the main LRSD student registration database. (See note at bottom of this sheet)

- **Adding a phone number**

Note: You may add as many phone numbers as you want to

- Click the **ADD** button under “Phone Numbers”
- Enter the phone number, including area code
- Choose the location in the drop down box (Home, Work, Cell, etc)
- Make sure “Enabled” is checked
- Click **SAVE** at bottom right of screen

- **Setting a phone number’s schedule**

- You can set a schedule on a phone number when you are first adding the number, or you may add or edit a schedule later by clicking on an existing phone number
 - Click “Create a schedule” while adding or editing a phone number
 - Set the start time and end time, and the days of the week for the schedule
 - Click **SAVE** at bottom right of screen
- You may add multiple schedules to one phone number (for example, different weekday and weekend hours, etc.)

- **Removing a phone number**

- Click the checkbox next to the phone number and click **REMOVE**

- **Text/SMS addresses and Email addresses**

- Please enter any email addresses and text/SMS addresses you want to be contacted at using procedures similar to the above

THANK YOU FOR UPDATING YOUR PARENTLINK INFORMATION!

IMPORTANT NOTE: Adding information to your ParentLink account **DOES NOT** update the primary (legal) LRSD records for parents and students at the Student Registration Office. You **MUST** contact your child’s school to update your *main phone number* and your *mailing address*.