

# Quick Start Guide

## ADMINISTRATOR

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This PDF is interactive.

Click on the table of contents section to navigate to that page.

On any page, click on the TransACT ParentNotices logo in the upper right-hand corner to navigate back to the table of contents.

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# Register for an account

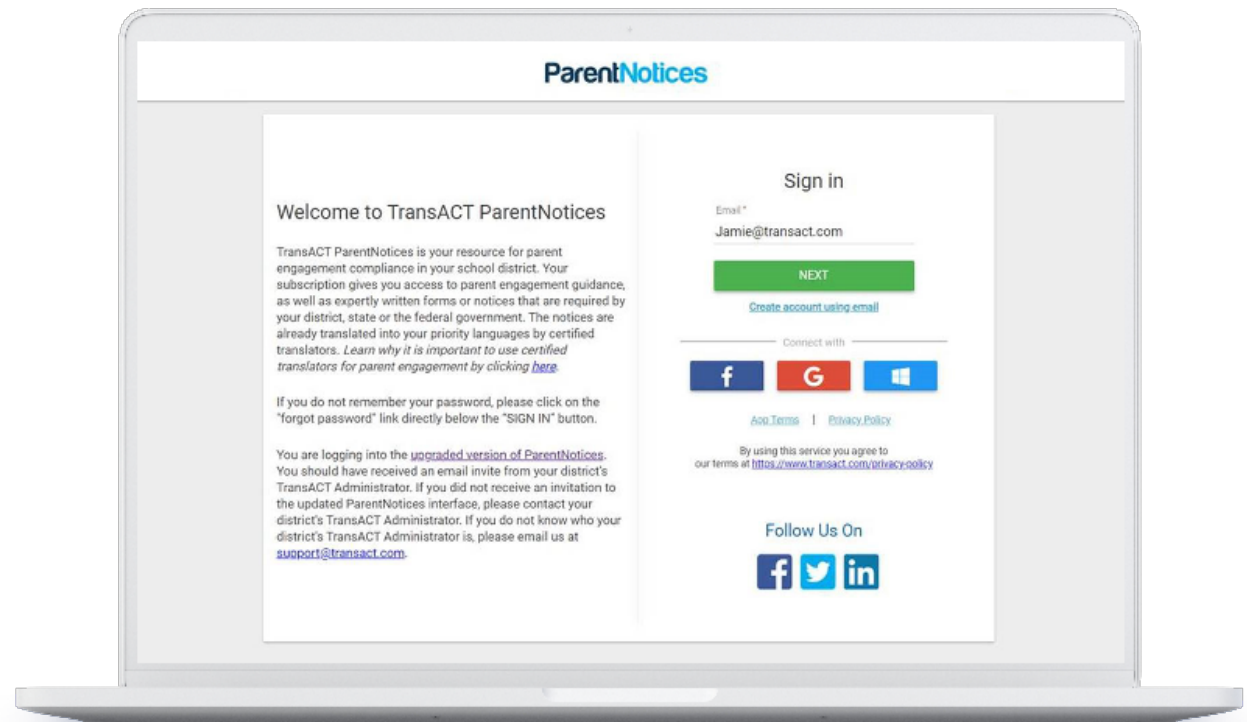
### Request access

Administrator accounts are established by TransACT. Once an account is established, access for ParentNotices is available using a Google Chrome, Microsoft Edge, or Firefox web browser: <https://parentnotices.com/login>

In the event that you or someone else needs to be added as an administrator, please contact [support@transact.com](mailto:support@transact.com).

### Adding additional users:

- [Add a staff member](#) P. 7
- [Add a parent or guardian](#) P. 8
- [Add a student](#) P. 10



# Homepage overview

Navigate the TransACT ParentNotices homepage to send parent notices, or receive federal guidance, and parent engagement resources.

### Dashboard

View your "favorite sets" and reports on parent engagement.

### ParentNotices Collections

Find expertly written notices for parents within the General Education, ESSA, Section 504, and IDEA collections.

### State & District Notices

Upload, store, and retrieve custom notices (if applicable).

### People

Manage end user profiles and permissions.

### Profile

Add a picture, change your name, and reset your password.

### Status Notifications

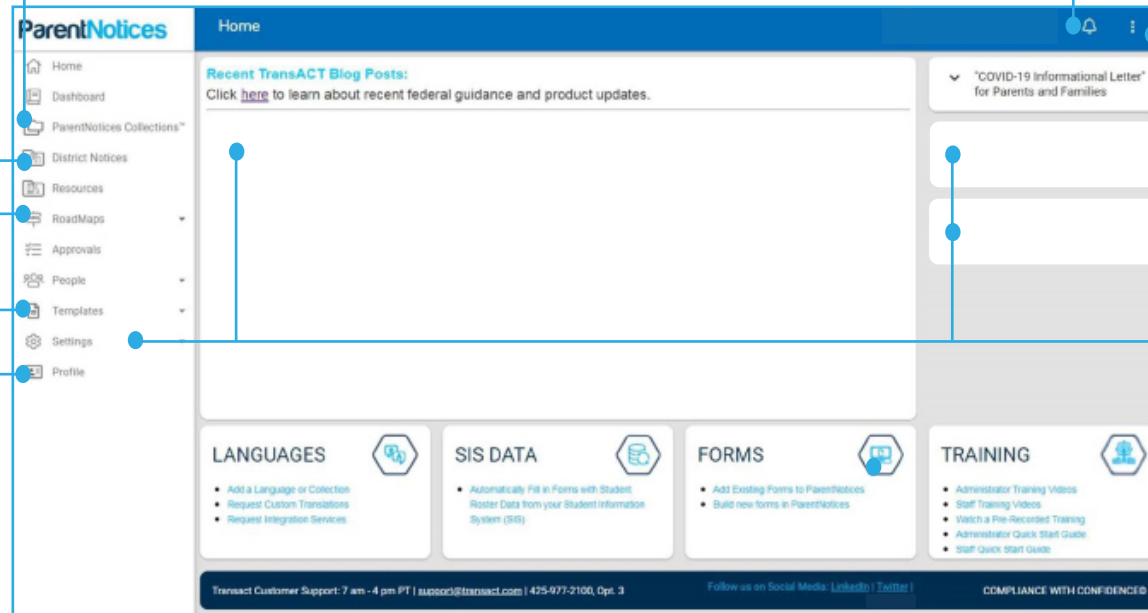
View status updates on notices (sent and received).

### Support

Access live help and frequently asked questions.

### Settings

Customize your home page with a welcome message for your staff and add commonly used state or district resources to the righthand side bar



# Update profile information

### Update personal profile

The personal profile contains an avatar or photo, contact information and password. Profile information will be populated upon registration, and updates can be made at any time by navigating to **Profile** on the bottom of the left navigation menu.

### Update email address

To update an email address, contact support@transact.com

### Update additional settings

**Settings** contains customization features for state, district, and personal access to TransACT ParentNotices.

- **District:** Manage district specific settings like the district name, Title coordinator contact information, and more.
- **District > Form Fields:** Update the format for the district name when it auto-fills in forms.
- **News:** Customize the welcome message that appears on the homepage.
- **Sidelinks:** Update the resource links that are located on the right hand side of the homepage with important information.

ParentNotices Personal profile Dave Jones

Home Dashboard ParentNotices Collections™ District Notices Resources People Settings Profile

Information

Salutation First name Last name

Dave Jones

Referred to as Title

e.g. Mr./Mrs./Mrs. Lipsum e.g. Head Clerk, Jr Staff member

Location

e.g. Main Office, Clerk Office Phone number

Preferred language Job Role

English

UPDATE

Password

Current New Confirm

Show Password

UPDATE

Settings

State

District

News

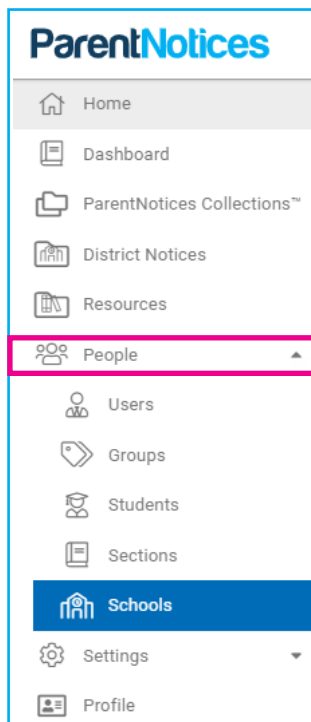
Sidelinks

Profile

# Add a school

## STEP 1

Click on **People** > **Schools** (highlighted in blue) to start adding schools.



## STEP 2

### Add a single school

To add a single school, follow the steps below:

**People** > **Schools** > **+ ADD SCHOOL** > **One School** > fill-in the form fields > **SAVE**

A screenshot of the 'Add school' form. The form is titled 'Add school' and shows the 'School Details' section. It includes a school icon and a 'Change' button. The form fields are: School Name \*, School Number \*, Location Address \*, City \*, Province \*, Postal Code \*, Phone Number \*, Principal Name \*, and Principal Email \*. There are 'CANCEL' and 'SAVE' buttons at the bottom right.

### Add multiple schools

It is possible to add multiple schools at one time by completing the table embedded in the browser window.

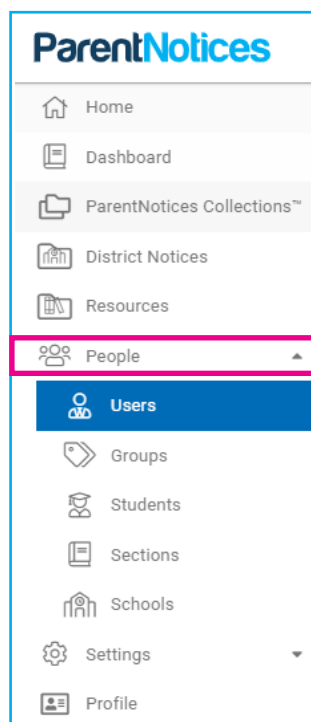
**People** > **Schools** > **+ ADD SCHOOL** > **Multiple Schools** > complete the table embedded in the browser window > **VALIDATE**

A screenshot of the 'Add schools' form. The form is titled 'Add schools' and shows a table for inserting school information. The table has columns for School Name, Location Address, City, Provin, Postal Code, Phone Number, Principal Name, Principal Email, Low grade, and High grade. There are 'VALIDATE' and 'CANCEL' buttons at the top right.

# Add a staff member

## STEP 1

Click on **People** > **Users** (highlighted in blue) to start adding staff members.



## STEP 2

### Add a single staff member

To add a single staff member, follow the steps below:

**People** > **Users** > **+ ADD USERS** > **Add Staff** > fill-in the form fields > **SAVE**

A screenshot of the 'Add staff' form. The form is titled 'Add staff' and has a user profile 'Dave Jones' in the top right. It contains several sections: 'User details' with fields for 'First Name', 'Last Name', and 'Email', and an 'Active' toggle switch; 'Staff member details' with fields for 'Name at school' (e.g., Ms. Cleveland), 'Title', 'SIS ID', 'Staff type' (a dropdown), 'Location', and 'Phone Number'; and 'Schools' with a note 'Select the schools this staff user will have access to' and two radio buttons: 'Assigned to all schools' and 'Assigned to specific schools' (which is selected). There is also a field for 'Attach Schools'.

### Add multiple staff members

It is possible to add multiple staff members at one time by completing the table embedded in the browser window.

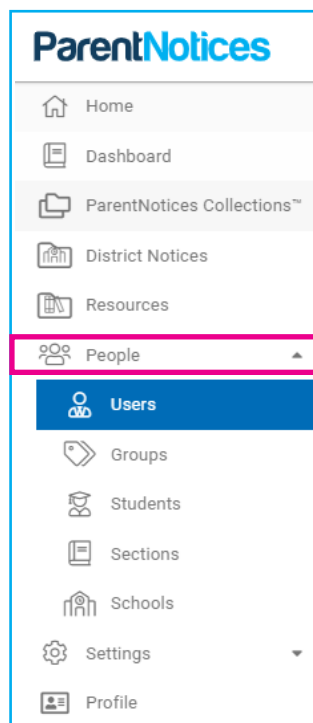
**People** > **Users** > **+ ADD USERS** > **Add Multiple Staff** > complete the table embedded in the browser window > **VALIDATE**

A screenshot of the 'Add multiple staff' form. It has a title bar 'Add multiple staff' and a user profile 'Dave Jones'. Below the title bar is a text prompt: 'Insert user information. Make sure school name and role matches from list of available.' To the right of this prompt are two buttons: 'VALIDATE' (green) and 'CANCEL' (red). Below the prompt is a table with 8 columns: 'First Name', 'Last Name', 'Email', 'Role', 'Active', 'School', and 'Access Levels'. The table has 4 rows, with the first row containing the numbers 1, 2, 3, 4 in the first four columns, and the remaining columns being empty.

# Add a parent or guardian

## STEP 1

Click on **People** > **Users** (highlighted in blue) to start adding parents and guardians.



## STEP 2

### Add a single parent or guardian

To add a single parent/guardian, follow the steps below:

**People** > **Users** > **+ ADD USERS** > **Add A New Parent/Guardian** > complete form fields > **SAVE**

To pair a parent/guardian with a student or students, the student(s) will have to be added to TransACT ParentNotices.

A screenshot of the 'Add A New Parent/Guardian' form. The form is divided into three main sections: 'User details', 'Parent or guardian details', and 'Students'. The 'User details' section has fields for 'First name', 'Last name', 'Email', and 'Alternate Email', along with an 'Active' toggle switch. The 'Parent or guardian details' section has a 'Type' dropdown and a 'Phone number' field. The 'Students' section has a heading and a subtext: 'Parent/Guardian can access activities of the students listed below once they've been verified (as marked with a green check)'. Below this is a table with two rows of student names: 'Jack Nicklaus' and 'Lowell Jenkins'. To the right of the table are 'CANCEL' and 'SAVE' buttons.

### Add multiple parents or guardians

It is possible to add multiple parents/guardians at one time by completing the table embedded in the browser window.

**People** > **Users** > **+ ADD USERS** > **Add Multiple Parents/Guardians** > complete the table embedded in the browser window > **VALIDATE**

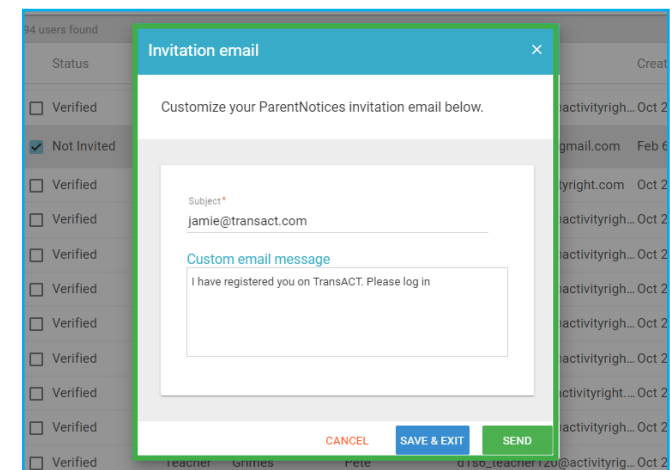
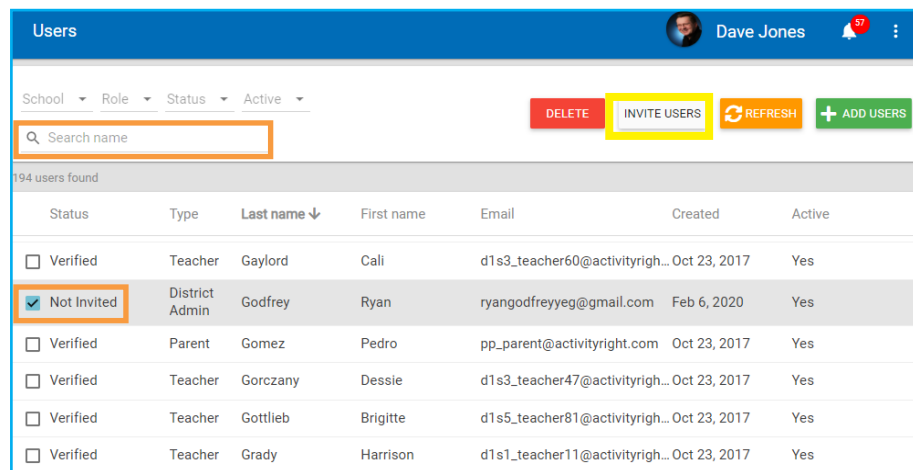
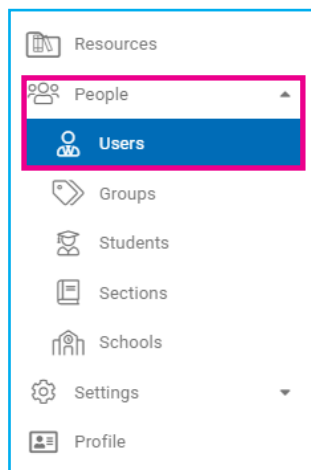
A screenshot of the 'Add multiple parent/guardian users' form. The form has a blue header bar with the text 'Add multiple parent/guardian users' and a user profile for 'Dave Jones'. Below the header is a subtext: 'To add parents, download and fill out the excel template, then copy and paste the excel contents below.' To the right of the subtext are buttons for 'DOWNLOAD EXCEL TEMPLATE', 'VALIDATE', and 'CANCEL'. Below this is a table with four columns: 'Parent first name', 'Parent last name', 'Email', and 'sisId'. The table has two rows, numbered 1 and 2.



# Invite a staff member, parent, or guardian

After adding a new user, invite the user to activate their ParentNotices account.

- Select **People** from the left-hand navigation bar, from the drop down menu select **Users**.
- Look through the list or use the search bar to locate the newly added user(s) and click on the **check box** next to their name(s).
- Click on the **INVITE USERS** button in the top right of the screen. This will open a pop-up window.
- In the pop-up window the invitation email text can be edited. Click **SEND\*** to invite the new user.

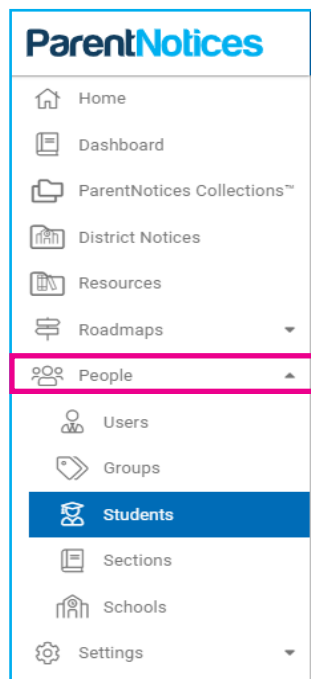


\*If the invitation is successful, you will see **SENT SUCCESSFULLY** in the upper right hand corner of your screen near the status notification bell.

# Add a student

## STEP 1

Click **People** > **Students** (highlighted in blue) to start adding students.



## STEP 2

### Add a single student

Students are added to TransACT ParentNotices to enable sending notices to parents/guardians.

**People** > **Students** > + **ADD STUDENTS** > **Add a New Student** > fill-in the form fields > **SAVE**

To pair a student with a parent/guardian, the parent/guardian will have to be **Invited** and have an **Active** TransACT ParentNotices account.

A screenshot of the 'Add student' form in the ParentNotices application. The form is titled 'Add student' and includes a user profile for 'Dave Jones' with a notification badge showing '57'. The form fields are: First name \*, Last name \*, Student number \*, School \*, Grade \*, and Date of birth \*. There is an 'Active' toggle switch set to 'No'. Below the form fields is a dropdown menu for selecting a parent/guardian, currently showing 'J' and listing 'Joline Kim', 'joe jones', and 'JAMIE ZABEL'.

### Add multiple students

It is possible to add multiple students at one time by completing the table embedded in the browser window.

**People** > **Users** > + **ADD STUDENTS** > **Add Multiple Students** > complete the table embedded in the browser window > **VALIDATE**

Date of birth format should be MM/DD/YYYY					
	Student ID	First name	Last name	Date of birth	Grade
1					
2					
3					
4					

# Collections overview

Access all translated forms and notifications that your district or state currently subscribes to fill-in or print the translated parent and family engagement resources.

**Search**  
Enter a word or phrase to locate notices.

**Notice preview**  
View a preview of the notice or form.

**ParentNotices Collections**  
Navigate the ParentNotices collections and categories in the active subscription level.

**Quick actions**  
Complete common actions like opening a document, filling in & sending a document to parents or guardians, creating a favorite set, or printing.

**Notice information**  
Access guidance and compliance best practices, including:

- Description
- When to use
- Special instructions
- Revision history

**Open notice template**  
Page 12

**Fill-in & send notice**  
Pages 13-16

**Create favorite set**  
Page 17


**Print notice**  
Page 18

# ParentNotices

- View requirements for those who complete the form, e.g., parent signature.
- View supported languages, click a language to preview it.
- Preview the notice in the selected language.
- Read notice information.

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# Creating and sending notices: fill-in and send notice (1 of 4)

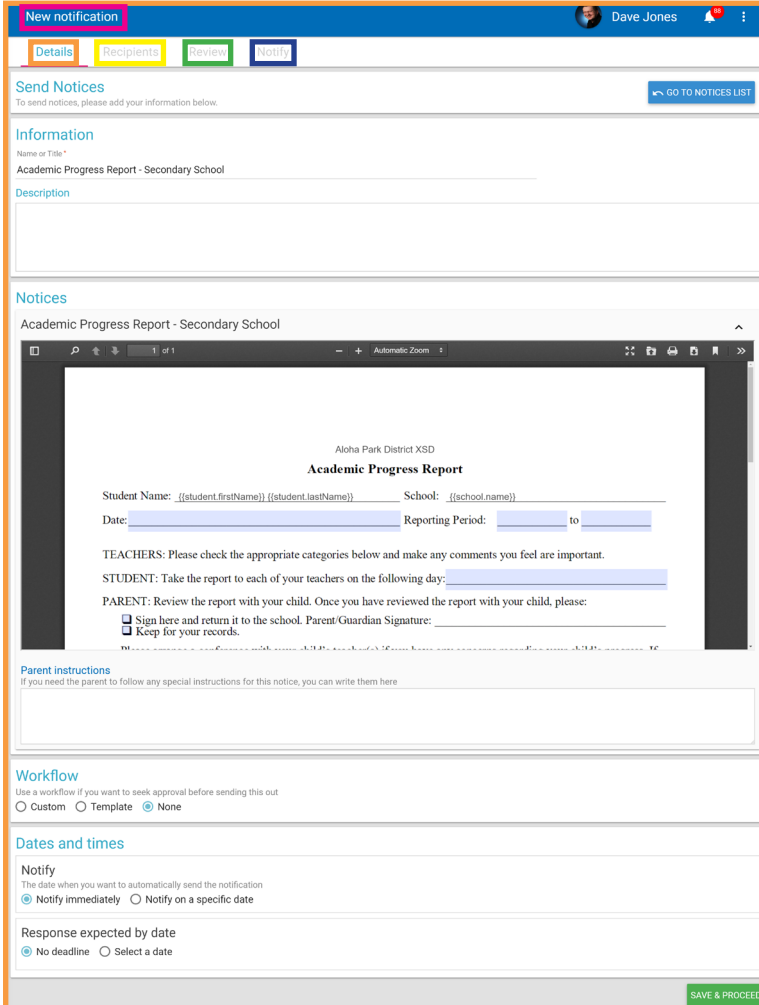
Click the  icon to begin the completing a notice to be sent in a mobile-friendly format that will be received by parents/guardians in the parent view. There are 4 content blocks within "New notification," 3 need to be completed before sending a notice.

- Details
- Recipients
- Review
- Notify

### Details

To send notices, complete the information in each of the 3 content blocks. The first area to complete is **Details**, which contains 5 sub-sections:

1. **Information:** The name of the notice and a description of why it is being sent home.
2. **Notices:** A preview of the notice containing PDF form fields and parent instructions for additional clarification.
4. **Workflow:** An automation feature for internal approval to notices prior to sending e.g., a principal or superintendent approval.
5. **Dates and times:** An automation feature that allows scheduling of notices sent home and to select a date for responses to be received.



The screenshot shows the 'New notification' form in the ParentNotices system. The form is titled 'New notification' and has tabs for 'Details', 'Recipients', 'Review', and 'Notify'. The 'Details' tab is active. The form is divided into several sections: 'Send Notices' (with a 'GO TO NOTICES LIST' button), 'Information' (with fields for 'Name or Title\*' and 'Description'), 'Notices' (with a preview of a PDF form titled 'Academic Progress Report - Secondary School'), 'Parent instructions' (with a text area for special instructions), 'Workflow' (with radio buttons for 'Custom', 'Template', and 'None'), 'Dates and times' (with radio buttons for 'Notify immediately' and 'Notify on a specific date'), and 'Response expected by date' (with radio buttons for 'No deadline' and 'Select a date'). A 'SAVE & PROCEED' button is at the bottom right.

To send notices, complete the information in each of the 3 content blocks. The second area to complete is **Recipients**. Select a Class, Group, School, District as a whole or cherry pick individual students to send notices home to their parents/guardians.

### Recipients

Select your recipient(s) of the notice by **Class**, **Group**, **School**, or **District** and follow the steps below to complete sending the notice.

**Class** > **Select a Class** > **Select Students** with the check box next to their name(s) > **SAVE**

**Group** > **Select Group** (i.e. Clubs, Sports, Etc.) > **EDIT** the recipient list or select **NEXT** to send to all group members > **APPROVE AND SEND**

**School** > **Select School** (1 only) > **Select all students** with the check box next to Student or **select students** from the list with the check box next to their name > **SAVE** > review recipients > **NEXT** > **APPROVE AND SEND**

**District** > **Select all students** with the checkbox next to Student **or select students** from the list with the check box next to their name > **SAVE** > review recipients > **NEXT** > **APPROVE AND SEND**

Details

Recipients

Review

Notify

Recipients

Select the recipients that will be involved in this notice. After the notice has been approved and published they will receive a notification and they can interact with it.

Select recipients from

☐ Class

☐ Group

☐ School

☐ District

1 student(s) selected - showing 40 of 54

<input type="checkbox"/>	Student
<input checked="" type="checkbox"/>	Abbott, Gabriel - AR-14
<input type="checkbox"/>	Altenwerth, Arely - AR-44
<input type="checkbox"/>	Bergnaum, Francesco - AR-2

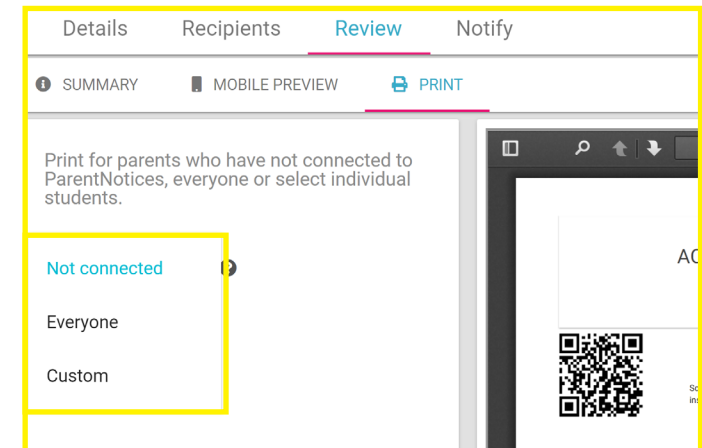
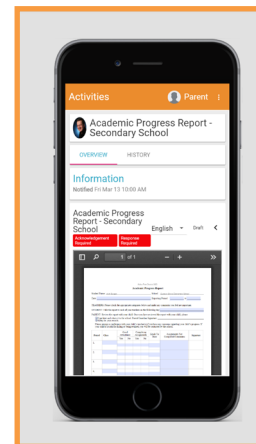
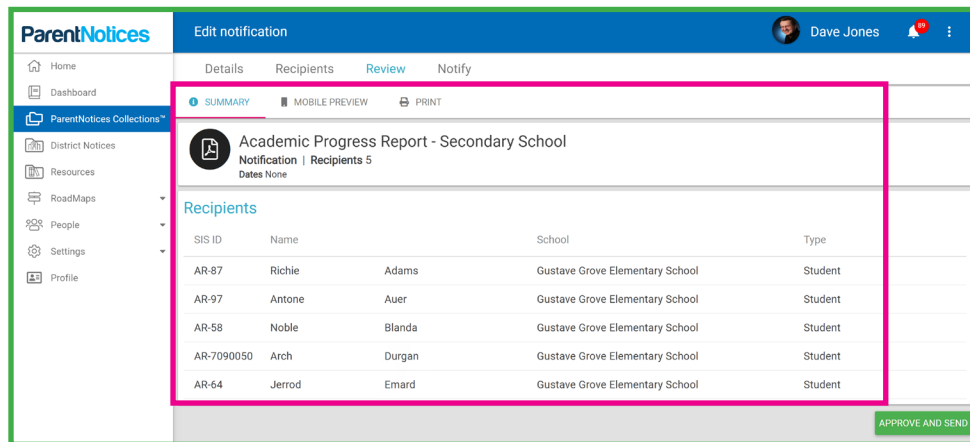
# Creating and sending notices: fill-in and send notice (3 of 4)

To send notices, complete the information in each of the 3 content blocks. The third area to complete is **Review**.

## Review

There are three ways to review a notice prior to sending:

- Summary
- Mobile Preview
- Print




From the **Summary**, click on **Approve and Send** in the bottom right or **Notify** in the top navigational bar to send the notice in a mobile-friendly format.

Students whose parents/guardians do not have a ParentNotices account at the time of sending the notice require notices to be printed and sent home.

Each notice will have a cover sheet with a QR code for parents/guardians to use to complete the notice online.

The fourth area, **Notify**, provides confirmation that the notice was sent successfully or a prompt that to revisit the previous 3 sections and complete sending the notice to parents or guardians (indicated with "Not ready to notify").


Notice sent successfully



**Academic Progress Report - Secondary School**  
● The notification has been sent

GO TO DASHBOARD

Not ready to notify




**Academic Progress Report - Secondary School**  
● Not ready to notify

GO TO DASHBOARD

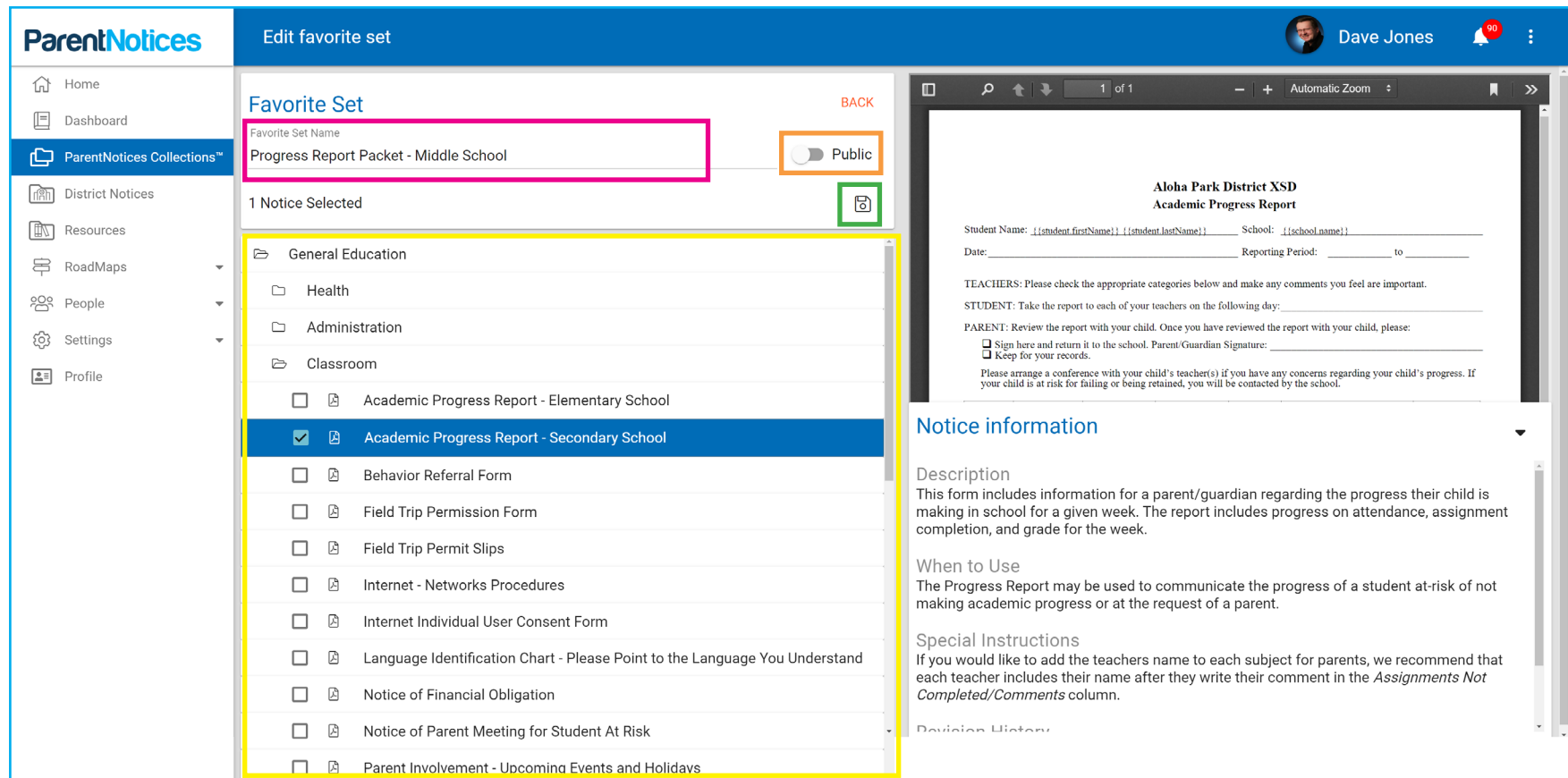
Use the blue [GO TO DASHBOARD](#) button to navigate to the dashboard from either view.



# Creating and sending notices: create a favorite set


Click the  icon to create a favorite set. A favorite set is a notice or group of notices that is easily accessible on the Dashboard. Favorite sets are used for beginning of the year packets, so all notices can be sent at once. After clicking on the heart icon, this is how you complete the creation of a favorite set:

- Name the favorite set.
- Use the toggle to make the set public (for the school or district to see) or private (only visible to the user that created it).
- Select additional notices to include (if desired).
- Select the save and close icon to complete.



The screenshot displays the 'Edit favorite set' interface in the ParentNotices application. The sidebar on the left contains navigation links: Home, Dashboard, ParentNotices Collections™, District Notices, Resources, RoadMaps, People, Settings, and Profile. The main content area is titled 'Edit favorite set' and shows the 'Favorite Set' configuration. The 'Favorite Set Name' is 'Progress Report Packet - Middle School', and the 'Public' toggle is turned on. A list of notices is shown, with 'Academic Progress Report - Secondary School' selected. The right panel shows a preview of the notice, titled 'Aloha Park District XSD Academic Progress Report', which includes fields for Student Name, School, Date, and Reporting Period, and sections for Teachers, Students, and Parents to provide feedback.

# Creating and sending notices: fill-in and print notice

Click the  icon to create a print a notice. Clicking on the print icon reveals a drop down menu with 2 options:

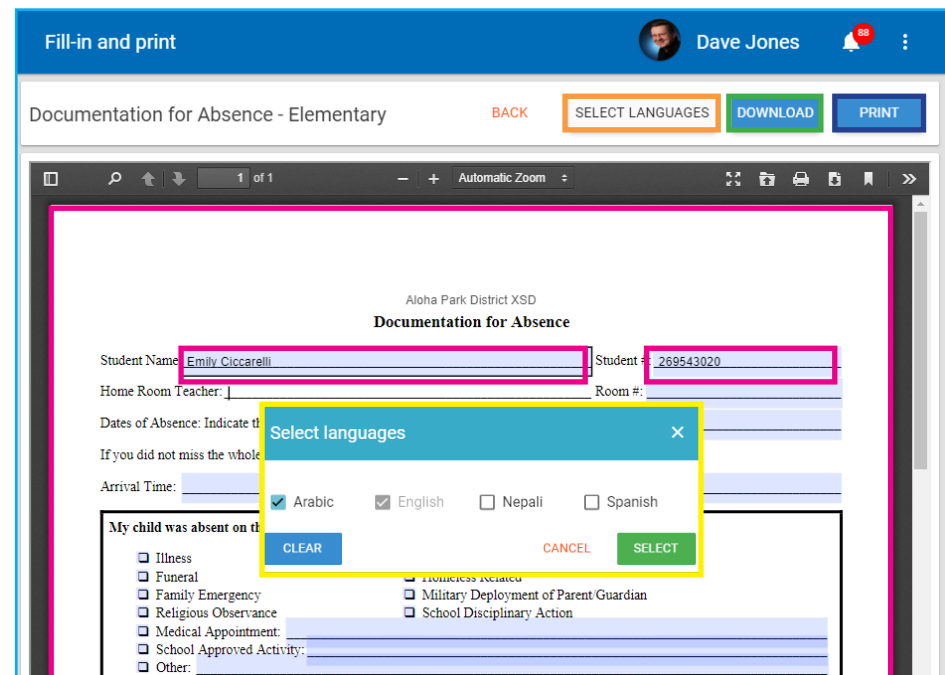
1. print notice
2. fill-in and print

Select **print notice** to open the notice immediately in the print dialogue box and complete printing from the web browser.

This option prints a blank notice in English.

Select **fill-in and print** to type on the form prior to printing.  
This option allows for printing the notice in multiple languages.

- Complete the shaded form fields with the student information.
- Click **SELECT LANGUAGES**.
- Use the **check boxes** next to each language to select the languages to print the notice in the selected language(s) then use the **SELECT** button in the pop-up.
- Click **DOWNLOAD** to download a fillable PDF of the notice in the selected language(s).
- OR Click **PRINT** to open the print dialogue box

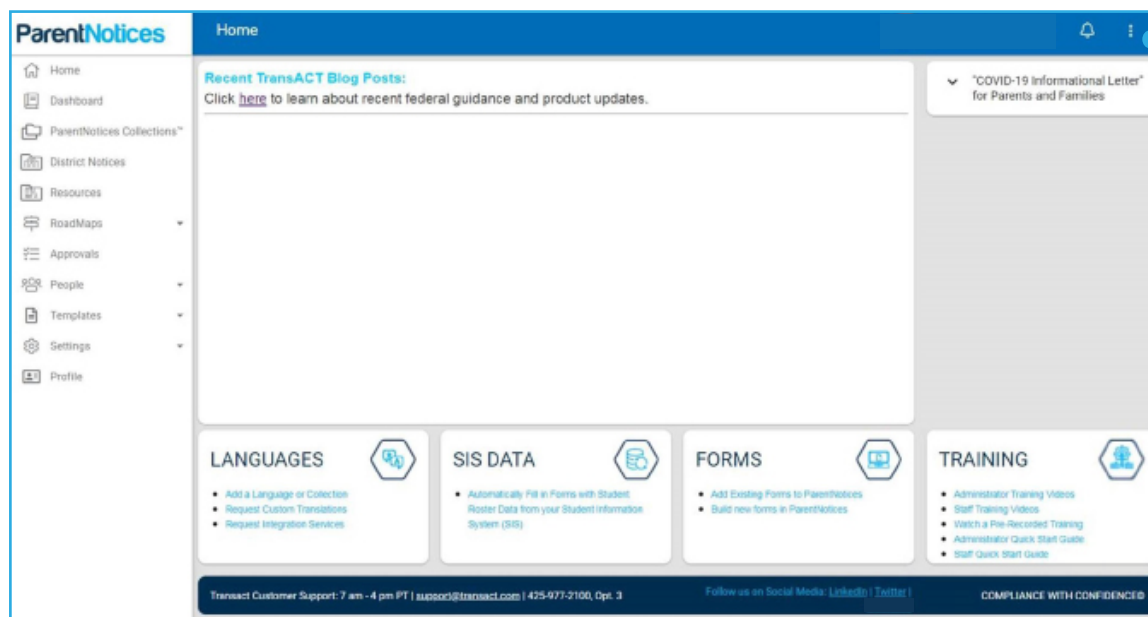


Use quick reference table below for steps to complete common actions or tasks.

To:	In The Left Menu Click:	Now Follow These Steps:
Update profile and password	<b>Profile</b>	Click on the <b>Profile</b> link at the bottom of the left navigation menu
Update district information	<b>Settings</b>	Click on <b>Settings</b> > <b>District</b> > <b>District Data</b> tab at the top of the screen
Add a staff member	<b>People</b>	Click on <b>People</b> > <b>Users</b> > <b>Add User</b> > <b>Add Staff</b> > Enter user information > <u>Save</u> , then locate user in the list and click on <b>Invite User</b>
Search for notice(s)	<b>ParentNotices Collections</b>	Click on <b>ParentNotices Collections</b> > type a key word or document title directly into the search bar at the top of the screen for a notice or collection
Locate notice(s) when the notice name is known	<b>ParentNotices Collections</b>	Click on <b>ParentNotices Collections</b> > collection title > Folder(s)> notice title e.g., <b>General Education</b> > <b>Health</b> > <b>Medical Conditions</b> > notice title: <b>Head Lice Letter ESEA (ESSA)</b> > <b>Title III EL Programs</b> > notice title: <b>English Learner Activity Invitation</b>

# Where to go for help

Help is available on every page of TransACT ParentNotices. Use the vertical three-dot menu to access live help and frequently asked questions.



## Support

Access live help and frequently asked questions.

The TransACT customer care team is happy to help



Monday - Friday



7 am - 4 pm PT



425-977-2107  
Option 3



support@transact.com