



# WHERE IS IT?

Guardian details can be accessed via the student profile.



**Super search** a profile using Name, or ID number



## Guardian details

1. Open a student profile, and go to the *Contacts* tab
2. In the relationships, you can find the Guardian profiles attached to the student.
3. The access rights are set here. The information button, gives the contact details of the guardian.



4. Students can have separate addresses or shared with another user. Press EDIT on the contact tab, and type the first few letters of the user into the search field. Then share the address
5. Permission are default, Main will receive communications, have access, and be filtered as such. A student can have multiple main guardians.

# GOOD TO KNOW

Inv.	Main	Emer.	Per.	Pick
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Emergency** is filtered into Medical contacts, and lists
- **Permission** gives access to the online MySchool instance

**Email opt-in**

Can receive essentials

Can receive non-essentials

- Set on Guardian profile
- Essential mails means that the user will receive direct mails addressed to them.

**Links to related knowledge base guides**

Adding a student                      Advanced Search

Adding a guardian                      Shared Household



*If this guide is printed, you can find these articles by searching for the above titles at support.msm.io*