Parent Portal Accounts

Department Leader Documentation · https://docs.dacapoinventory.com/doc/parent-portal-accounts/

Parent Portal Accounts

The **Parent Portal Accounts** page allows administrators to manage parent access to student information within Da Capo Inventory. This page is used to review parent accounts, manage student-to-parent links, control security settings, and communicate with families.

Overview

From this page, administrators can:

- View all Parent Portal accounts in the district
- See which students are linked to each parent
- Log in as a parent to view exactly what the parent sees
- Unlink students from parent accounts
- Control whether students may be linked to additional parent accounts
- Email selected families directly from the system

Parent Portal Account List

The main table displays all Parent Portal accounts and includes the following information:

- **Parent Name**
- **Parent Email Address**
- **Linked Students**
- **Login Activity**

    - Total number of logins
    - Most recent login date

- **Actions**
    - Administrative actions related to the parent account

You may sort, search, and filter the table using the column tools at the top of the list.

Logging in as a Parent

Administrators may log in as a parent to:

- Verify what information the parent can see
- Troubleshoot access issues
- Confirm visibility of student data, events, and communications

This does **not** change the parent's account or permissions.

Unlinking a Student from a Parent

To remove a student from a parent account:

1. Locate the parent in the list.
2. Click the **red unlink icon** next to the student's name.
3. Confirm the action when prompted.

This action removes the connection between the parent and the student but does **not** delete either account.

Student Link Security Setting

Each student has a security setting that controls whether they can be linked to additional parent accounts.

Security Feature: Prevent Additional Parent Links

- When the **orange checkbox** is checked, the student:
  - **Cannot** be linked to another parent account
  - Is restricted to the currently linked parent(s)
- When unchecked, the student **may** be linked to additional parent accounts if permitted by district policy

This feature is commonly used to prevent duplicate or unauthorized parent access.

Volunteer Coordinator Role

If your district uses the **Event Calendar** and requires parent volunteers, one parent account may be designated as a **Volunteer Coordinator**.

Volunteer Coordinator Access Includes:

- Additional permissions to manage volunteers for district events
- Access to volunteer sign-ups associated with the event calendar
- Oversight of volunteer participation and assignments

This role is optional and only applies if your district uses event-based volunteer management.

Emailing Families

Administrators can email families directly from this page.

Email Features:

- Include CC recipients
- Attach up to two files

Before sending, you may review the list of recipients to confirm accuracy.

Notes and Best Practices

- Logging in as a parent is intended for administrative review only.
- Use the student link security setting carefully to avoid unintended access restrictions.
- Volunteer Coordinator access should be granted only to trusted parent accounts.
- Always verify recipients before sending bulk emails.