SchooLinks Guide: Creating Claim Codes for Guardians

Getting Started

"Claim codes" are used by a guardian to associate a student to his or her account. Guardians will need a code for each student they wish to claim.

Two ways to provide a claim code to a guardian:



How do guardians use these claim codes to claim students?



Option 1: Student Provides a Claim Code

From your Dashboard, click on the Gear Icon to access the Manage Account option.

Click on Your Guardians under Account Settings. Then click on View Guardian Instructions and Uni ue Claim Code. Your guardian can use this code to <u>claim you as</u> a student.



Option 2: Counselor Provides a Claim Code

From the specific student's casefile, click on Choose a Different Section and navigate to Guardians (under Other).

Click on View Guardian Instructions and Uni ue Claim Code. As a counselor, you will be asked a uestion to help verify the person you're sending to is really this student's guardian.

Once verified, you can view instructions and claim code to share with the guardian. The guardian can use this code to <u>claim</u> <u>the student</u>.



