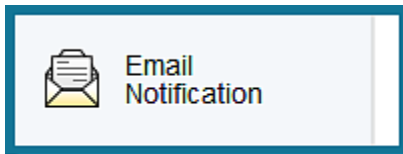

Parent Portal: Document Delivery Preferences

Digital Document Delivery is a PowerSchool feature that gives schools the ability to email reports and letters, in a PDF format, to parents/guardians. To review or update your email address or opt out of receiving emails, please visit your PowerSchool Parent Portal account and follow the instructions below.

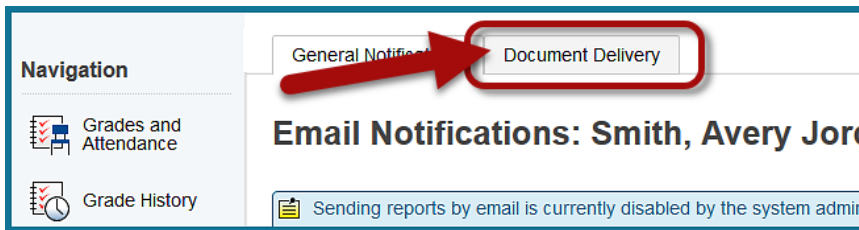
1. Sign into your **parent portal account**: <https://powerschool.sandi.net>

If you don't have an account, please contact your student's school.

2. Click **Email Notification**.



3. Click the **Document Delivery** tab.



4. Check the **Opt-In** box to receive emails and **verify or update your email address**. If you include more than one email address, **separate each** address with a comma.

Example: sampleparent@yahoo.com, parent2@gmail.com

5. Click **Submit**.



Document Delivery Preferences for Smith, Avery Jordan

Opt-In If this box is checked you will receive e-mails at the addresses listed below

E-Mail Address separated by a comma

PDF Password

Verify Password

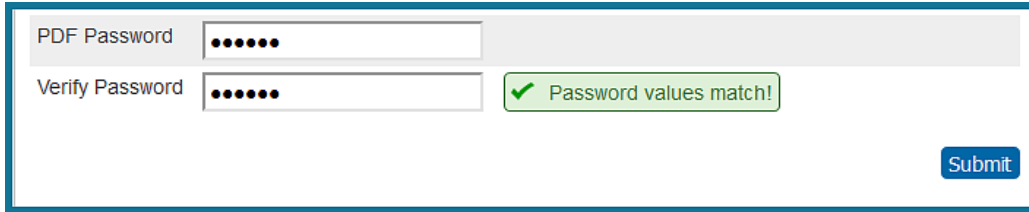
OPTIONAL

Check opt-in and enter your email address(es)

The PDF Password is used to protect documents sent through this feature.

Submit

OPTIONAL: If a PDF Password is entered on this page, you will be required to use it to open any documents sent while the password is set, even when the document is downloaded or saved to another device.



PDF Password

Verify Password ✓ Password values match!

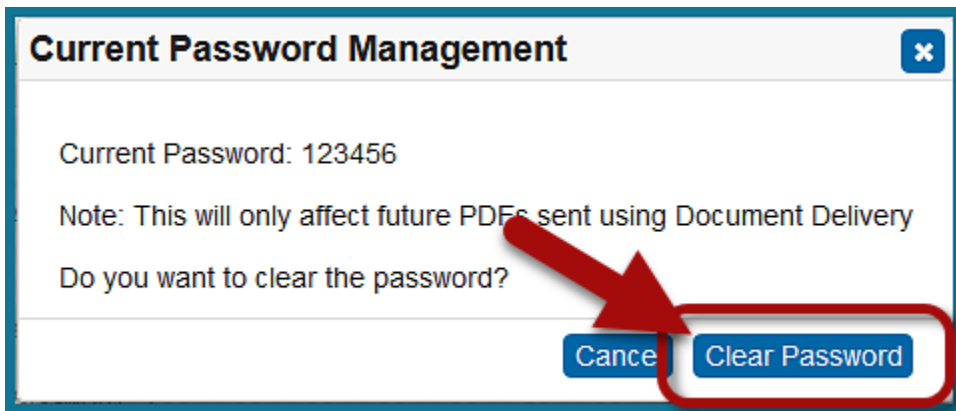
To view or delete the currently set password click **Manage stored password**. This button only appears if a password is on file.



PDF Password

Verify Password

To delete the stored password, click **Clear Password** in the popup dialog. If the PDF Password is deleted, any new PDFs that are sent will not require you to use a password to open.



Current Password Management

Current Password: 123456

Note: This will only affect future PDFs sent using Document Delivery

Do you want to clear the password?