

# Parent Opt In for PowerSchool Digital Document Delivery.

Evanston/Skokie District 65 is now offering Digital Document Delivery of your student's report cards. Please follow the steps below to opt in for this new convenient service.

1. Log into your PowerSchool Parent Portal account at <https://district65.powerschool.com/public>

PowerSchool SIS

## Student and Parent Sign In

Sign In Create Account

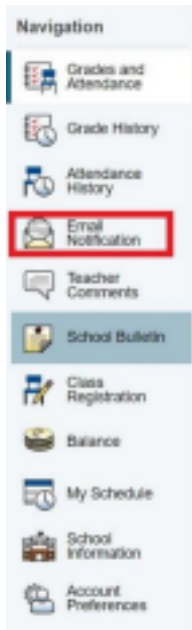
Username

Password

[Forgot Username or Password?](#)

Sign In

2. Click on Email Notification in the left hand navigation menu



3. Select the Document Delivery tab
  - a. Check the Opt-In box
  - b. Enter the email address where you would like to receive your report cards. You can enter more than one address separated by commas (,)
  - c. Enter a password. You will be prompted to enter this password when you get the report card in order to view it. **If you do not set a PDF password anyone with access to the document email that is sent will be able to view the report card.**
  - d. Click Submit

A screenshot of a web form titled 'Document Delivery Preferences'. The form has a header with two tabs: 'General Notifications' and 'Document Delivery' (which is selected and highlighted with a red box). Below the header, the form contains four input fields: 'Opt-In' with an unchecked checkbox, 'E-Mail Address' with a text input field, 'PDF Password\*' with a password input field, and 'Verify Password\*' with another password input field. A red box highlights the 'Opt-In' checkbox and the three input fields below it. At the bottom right of the form is a blue 'Submit' button. Below the form is a yellow warning box with a small icon and the text: '\*Note: Optional. The PDF Password is used to password protect any documents that are sent by your school via this service. You will be required to enter this password to open your document if a password has been entered.'

**Note: If you have multiple students linked to your account you must go through this process for each student individually. Click on your next student's name and repeat the steps in this guide again for them.**

You are now eligible to receive report cards electronically.