

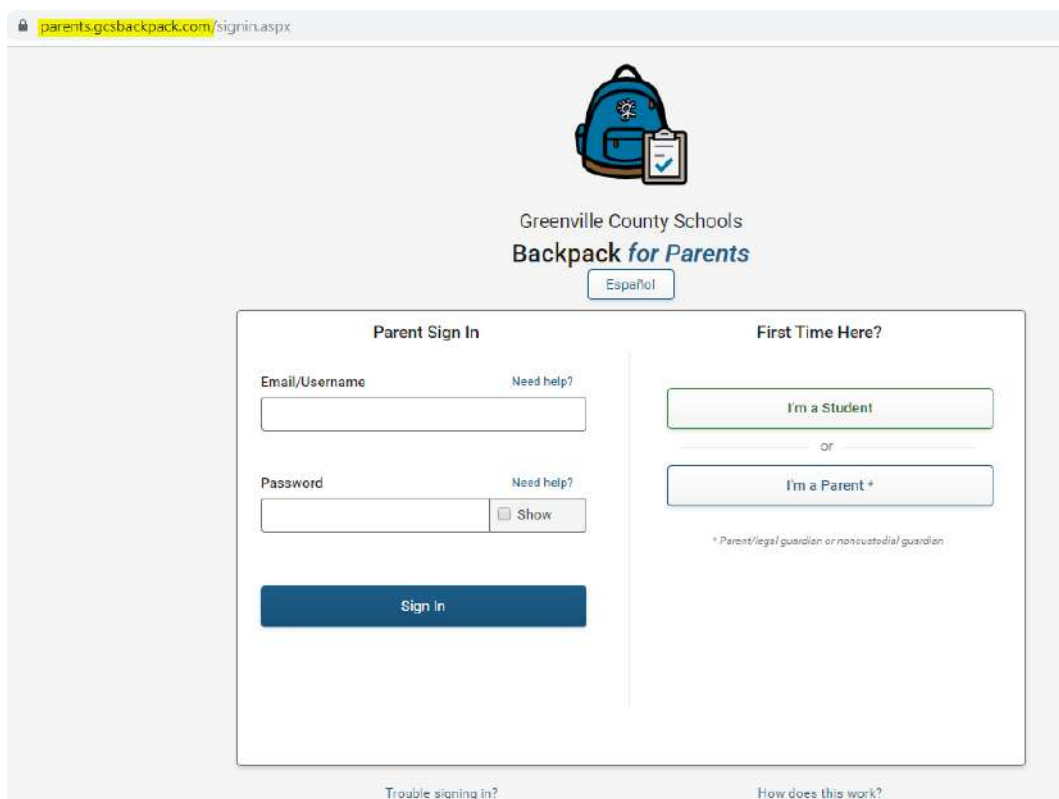
# How to Invite a Contact via Parent Backpack

**The Contact Invite will let you invite your Family and Friends to be able to view your Students information, i.e. Grades, Attendance. Please be aware that the Contact can remove themselves at any time. And you, as a Parent, will also be able to remove them.**

**Now both the Mobile and Computer Log in will look the same.**

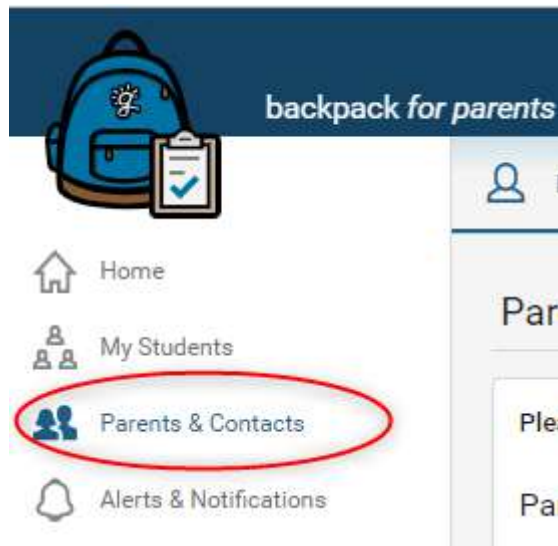
You can log into the Parent Backpack via Greenville School District site or, use URL <https://parents.gcsbackpack.com/signin.aspx>

Log into Your Parent Backpack Account. Please be aware that this screen will look a little different for Mobile Users.

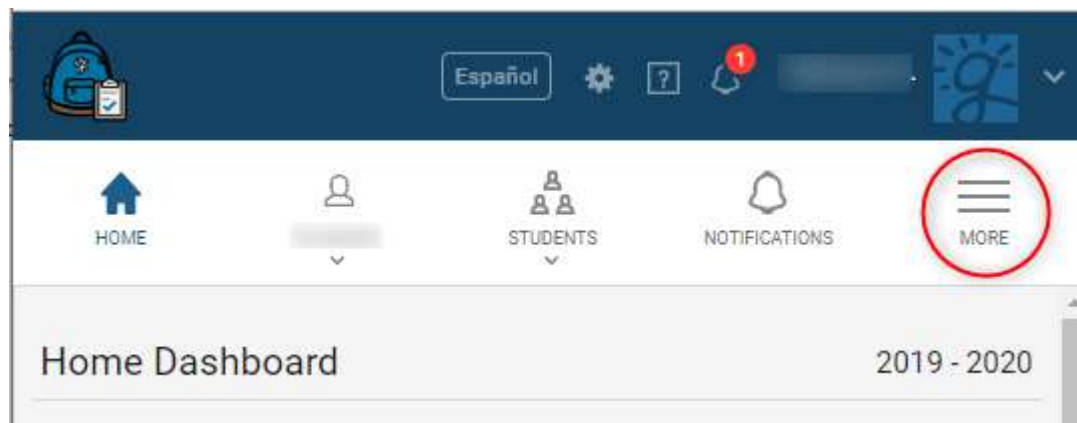


The screenshot shows the login page for Greenville County Schools' Backpack for Parents. At the top, there is a blue backpack icon with a clipboard. Below it, the text reads "Greenville County Schools Backpack for Parents" with a small "Español" button. The page is divided into two main sections: "Parent Sign In" and "First Time Here?". The "Parent Sign In" section has fields for "Email/Username" and "Password", each with a "Need help?" link. The "Password" field has a "Show" button. A "Sign in" button is at the bottom of this section. The "First Time Here?" section has two buttons: "I'm a Student" and "I'm a Parent \*", with "or" between them. A small footnote at the bottom of this section reads "\* Parent/legal guardian or noncustodial guardian". At the very bottom of the page, there are links for "Trouble signing in?" and "How does this work?".

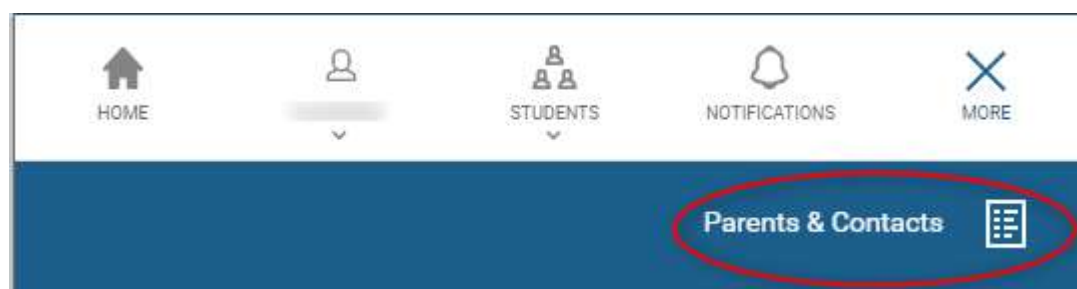
Once you are logged in, click on **Parents & Contacts**, on the left hand Navigation Bar (**for your computer**).



For the **Mobile Users**, you will click on More in the **Red Circle**.



Then the screen will go blank except for **Parents & Contacts**. Please click on this.



You will see your information, as Parent/Guardians, and the other Contacts already attached to your Student.

My Information for: **Student's First Name**

	Relationship	Phone Numbers	Email (Primary)
1 Educational Decision Maker	Mother	Home (864) Day/Work (864)	lgreenville.k12.sc.us

Additional Parent/Guardians/Contacts for: **Student's First Name**

	Relationship	Phone Numbers	Email (Primary)
2 Custodial Contact	Father	Mobile (864)	
3 Contact	Grandmother	Home (864) Mobile (864)	
4 Contact	Grandmother	Mobile (864) Day/Work (864)	

Note: Legal Educational Decision Maker contacts and custodial contacts must create their own account and request access. They may not be invited directly.

**Invite to Backpack**

Please note that you **can not** Invite an Educational Decision Maker. They must create their own Parent Backpack Account.

To invite a Contact, please click on the **“Invite to Backpack”** button (circled in red).

A pop up box will appear, which will question you if you wish to invite the Contact. If you wish to invite, you will need to check on the checkbox to allow access to your Student's information. If your contact does not have an email address currently in Backpack, you can enter on in the box.

Invite  to Backpack for parents

×

Would you like to invite  to create a Backpack for parents account and give him/her access to view student information for ? If so, enter or verify this contact's email address below and click "Send Invite" when ready.

\* Note: This will give the invited contact access to [view student information for](#). If you wish to give this contact authority to make educational decisions, you may do so after the contact gets linked to your student. The educational decision permission will need to be verified and granted by the student's school.

Additionally, you will need to invite the contact separately for each student you would like the contact to have access to.

☐

\* By checking this box, you acknowledge that you are giving this contact ownership of their contact information. They will have to facilitate changes to their contact information excluding their permissions for your student. As a legal educational decision maker, you retain the ability to change this contact's permissions for your student.

Email for

email@domain.com

Send Invite

\* You must [read](#) and check the acknowledgment above before being able to invite the contact.

Once, you have a checkbox checked and email address in the box, you will see the Send Invite box go blue.

☒

\* By checking this box, you acknowledge that you are giving this contact ownership of their contact information. They will have to facilitate changes to their contact information excluding their permissions for your student. As a legal educational decision maker, you retain the ability to change this contact's permissions for your student.

Email for

@greenville.k12.sc.us

Send Invite

\* You must [read](#) and check the acknowledgment above before being able to invite the contact.

With the box checked and an email address, the button turns blue

You will see a pop up box with a PIN number that you will need to provide to your Contact that you are inviting.

Invite  to Backpack for parents

\* Note: This will give the invited contact access to [view student information for](#). If you wish to give this contact authority to make educational decisions, you may do so after the contact gets linked to your student. The educational decision permission will need to be verified and granted by the student's school.

Additionally, you will need to invite the contact separately for each student you would like the contact to have access to.

☒

**Success!** An email invite has been sent to . Below is the PIN code that you will need to give to  to enter when signing up for an account. An email with additional instructions and the PIN Code has been emailed to you.

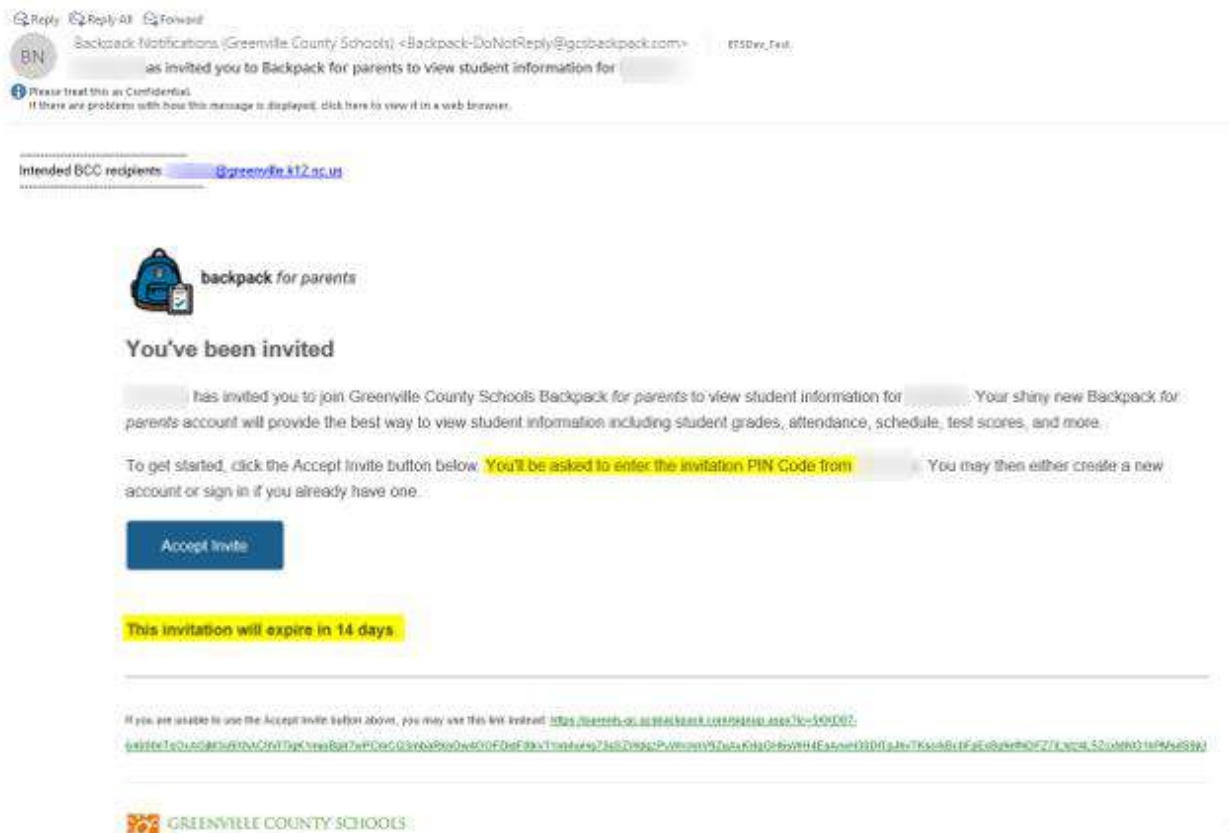
PIN Code

539610

Click to copy PIN

Close

Your Contact will receive an email.



Please note that if the blue Accept Invite button does not work, you can click on the green hyperlink at the bottom of the email.

Your Contact will need to key in the PIN number that you provided to them.

Welcome to Backpack *for parents!*

**Please enter the 6-digit invite PIN code below.**

You should have received this PIN Code from the **parent or legal guardian** who invited you. If you do not have it, please contact the parent or legal guardian who invited you. Additionally, you must agree to the acknowledgment below.

☒ \* By checking this box, you acknowledge that any contact information changes you submit will be visible to the legal guardian(s) of the student(s) your account is linked to.

PIN Code

5 3 9 6 1 0

Continue

\* You must read and check the acknowledgment above before continuing.

Cancel

The PIN Number is then verified.

Welcome to Backpack *for parents!*

☒ Invite PIN Code verified.

**Do you already have a Backpack *for parents* account?**

It looks like you already have an account under the email @greenville.k12.sc.us, so use the sign in option below. If you do not remember your password, you may need to first [reset your password](#).

Yes, Sign In

No, Sign Up for an Account

Your Contact will need to click on Yes, I already have an account or No, Sign Up for an Account.

Below is what the start of the Create an Account looks like.

**Enter your primary email address for your Backpack *for parents* sign in.**

Email

If you need to sign up under a different email, continue to sign up under the listed email and you may change your email once signed in under Settings.

Password

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**Parent/Contact Information**

Note: Be sure to enter your name as you want it to appear in your student's information on file. Take care to properly capitalize your name.

**Full Name**

First Name

Last Name

Middle Name

You will be required to click on the link in the verification email being sent to you after clicking "create my backpack for parents account" below. You will not be able to sign in until you've confirmed your email address.

☐ I confirm that I am at least 18 years of age or older, that I have a student who is enrolled in the Greenville County School District or who plans to attend a Greenville County School in the near future, and that I agree to Greenville County Schools's Backpack User Agreement.

When you log into Your Parent Backpack Account, you will see a note on the Contact, who you invited. You also have the option to Cancel the invite (**red circle**), if you need to do so.

5

Contact

Grandfather

Home (864)

Mobile (864)

>

Contact was invited to Backpack for parents on 10/29/2019.