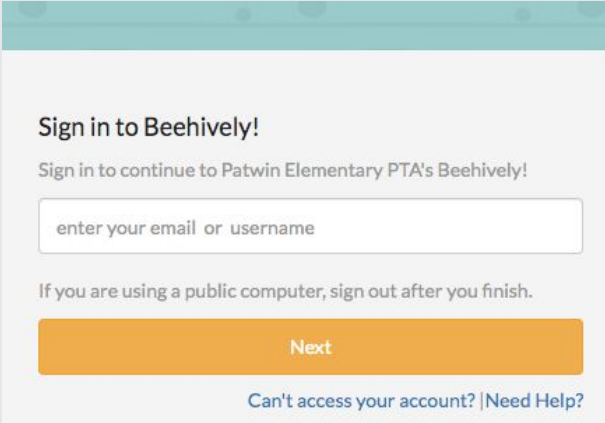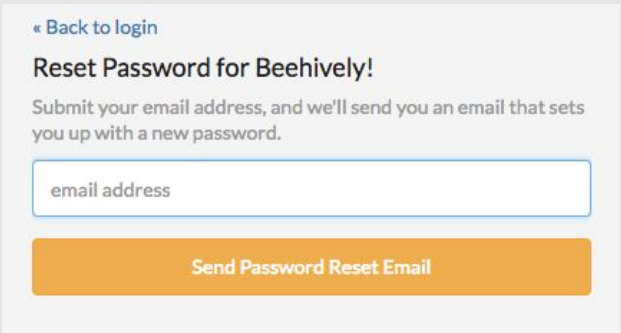# Beehively

The Patwin Elementary PTA is using an online program called *Beehively* to manage school information.

We use this web-based application to increase school to parent communication. This includes school-wide and classroom announcements, calendar events, school files & special event information. Your school has pre-registered you using the email address you have provided. Please follow the instructions below to access your parent account.
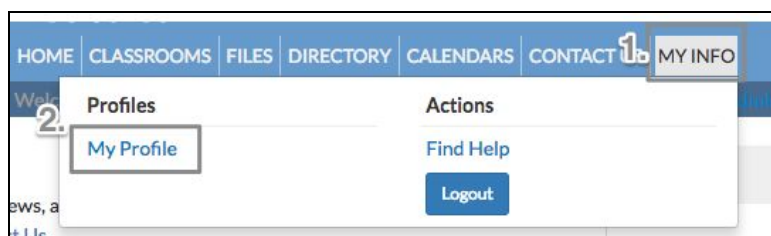
Step 1	**Sign in to Beehively!** Sign in to continue to Patwin Elementary PTA's Beehively! enter your email or username If you are using a public computer, sign out after you finish. **Next** Can't access your account? |Need Help? continue to Step 2.	Visit patwinelementary.beehively.com. Sign in with your Google account, OR click "Can't access your account?" to set your Beehively password. To sign in with Google, review the requirements and click "Allow." You can now access your Beehively account and update your profile (next page). To set a Beehively specific password with your Gmail or any other email address,
Step 2	To create a password for your new Beehively account, choose "Can't access your account?" and enter your school email account. If your email address is not recognized, please follow the provided link to register, and allow 5 business days for your school to approve your account.	**« Back to login** **Reset Password for Beehively!** Submit your email address, and we'll send you an email that sets you up with a new password. email address **Send Password Reset Email**
Step 3	From the Password Reset email, click the link provided to select your password. Please note that passwords must be at least 4 characters.	
Step 4	Once you select a password, please log in and click My Info from the top right corner to review and/or update your account information and settings. Be sure to click the tabs (Personal Detail, Personal Information, Set Password) to review all the fields and click Save at the bottom of the page.	

Understanding Your Parent Profile

Beehively allows parents to control how often they receive notifications as well as what information is included in the public directory. Please follow the steps below to confirm your settings.

Step One: Log into your Beehively Account

Step Two: Select "My Profile" from the "My Info" tab. Note that you will be able to see your profile as well as the profile of any children attached to your account. If you have a spouse they will need to log in and adjust their own account.

Step Three: Adjust your account settings following the notations below.

1. Communication Settings: Here you can choose if you would like to receive classroom email, homework email, or grade notifications. *Please note that grade alert emails are sent daily for any grade below your desired selection.*

2. Directory Settings: Here you can choose to hide or show your email and home address in the public directory. This is a directory that any member of the school is able to see and download.

3. Contact Details: Here you can choose if you would like a phone number listed in the directory, as well as a second email. The directory allows one phone number *per parent*.

4. Voice/Text Numbers: Parents should add a number that they can be sent a text, as well as receive a call in the event of an urgent alert. Parents can enter two voice numbers and two text numbers, this allows for messages to be delivered to home, cell, and/or work easily. These numbers will not be printed in the directory and are for school use only.

Step Four: Ensure your account is connected to your student(s).
1. Your student(s) should be listed on the left side of your profile page. If you are missing a student, please contact the school office to have them added to your profile.
2. Click through your student's tabs, updating information as needed to ensure it's current. You may update this information at any time.

Need Help? Contact support@beehively.com **Or Call 888.851.4879**