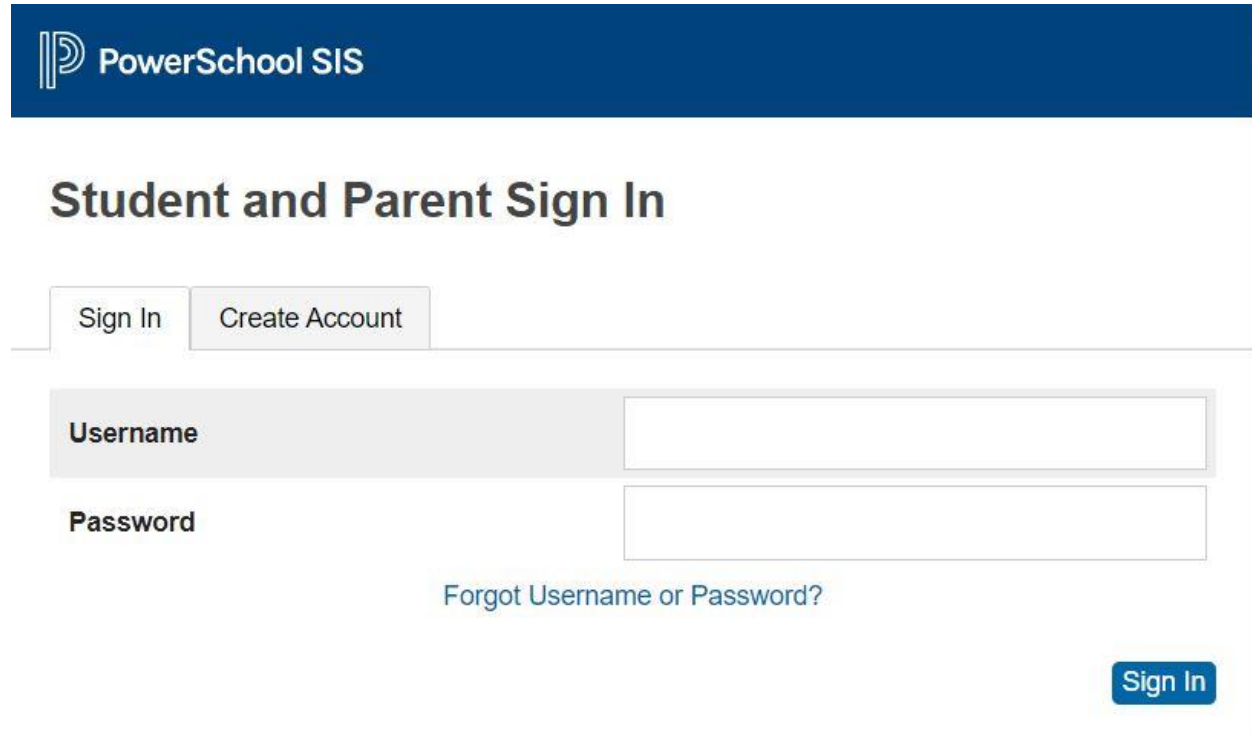


## Parent Opt-In for PowerSchool Digital Document Delivery

The MCVSD 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 MCVSD PowerSchool Parent/Guardian Portal account at <https://mcvsd.powerschool.com/>



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the main heading is "Student and Parent Sign In". There are two tabs: "Sign In" (which is active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right of the form area is a blue "Sign In" button.

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

General Notifications **Document Delivery**

### Document Delivery Preferences

Opt-In

E-Mail Address

PDF Password\*

Verify Password\*

**Submit**

\*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.