



Quick Tip Card #8 ADMIN - SUSD EMPLOYEES AND MY FAMILY

You may have an SUSD Employee who has children in the district. When an SUSD employee wants to register the children there is a different procedure (unless they want to create a whole new account.)

This is how to do it:

1. Login to SchoolFusion
2. Click > Website Administration
3. Find the User
4. Click > User
5. Check the Parent box
6. Click > Change Information

This email address is currently verified.
[Click here to unverify email address](#)

Belongs to:

Status: Student Parent Alumni Faculty/Staff

External ID:

Change Information >>

A red arrow points from the 'Parent' checkbox to the 'Change Information >>' button.