

**KATONAH-LEWISBORO SUMMER MAILING**  
**FAMILY ID FORMS 2022**  
**ACCEPTING AN INVITATION**

As noted in the recent Connect-Ed message, we are again using the **Invitations** feature on FamilyID to kick off the summer mailing process. However, we have simplified it to include only those forms which involve parent preferences and annual signoffs (please use [Campus Parent](#) to update the **Address Information**, **Demographic Information** and **Family Information** for your child). You will be receiving an invitation email from each of the schools in which you have children enrolled for the 2022-23 school year. Please select the link in one of the emails to begin the process and complete the registration for each of your children by **Monday, August 1<sup>st</sup>**. The steps for the process are outlined below.

**Helpful Tips:**

- If you have a child in more than one school, it does not matter which link you start with, and once you are in the program, you will be able to select another school's link without logging out and/or opening each school's email.
- If you receive the email but wish for another parent/guardian to complete the process instead, simply forward the email to them.
- The invitation link can be used only until you have successfully logged in. After that, please just log in to [FamilyID](#).
- If your email address has changed since last year at this time, log in using your **old** email address, and update your profile with the **new** email address or your mobile number. If you decide not to enter either of these, then all password changes will need to be made by calling Family ID support directly.

**SELECTING THE EMAIL LINK**

You will receive an email that looks like the one below, from *Summer YourSchoolHere* (for example, summerjjhs@klschools.org) with subject line: **ACTION REQUIRED: For First Last from YourSchoolHere (Summer Mailing Forms only)**. You can select either of the hyperlinks to **accept the invitation**:

Hi there from YourSchoolHere (Summer Mailing Forms only)!

Please accept our invitation to use FamilyID to register YourStudentNameHere for YourSchoolHere (Summer Mailing Forms only) programs and activities.

If you have not used FamilyID before, create your FamilyID account and add First Last to your family profile. You will need only one account for your whole family.

If you already have a FamilyID account, you do not need to create a new one - just log in to the account you have. Then add or match our record for First Last to the people in your family profile.

Next, complete SummerMailing2022 registration for First Last.

Please reference the Connect-Ed message that was sent on Thursday, July 14<sup>th</sup> for more information. This information is also available on eChalk, on the "Quick Links>Summer Mailing 2022" tab of your school's website.

[ACCEPT THIS INVITATION](#)

If you have any questions about this invitation, please contact YourSchoolHere (Summer Mailing Forms only) at Sincerely,

summeryourschool@klschools.org

[YourSchoolHere \(Summer Mailing Forms only\)](#)

Once the invitation link has been selected, you will be brought to the [FamilyID](#) website, where you can either:

- a. **Create an Account:** if you have not used FamilyID previously for the summer mailing process

Or

- b. **Log In:** if you have used FamilyID previously for the summer mailing process

(Please see the next page for additional information)

## Invitation

John Jay High School (Summer Mailing Forms only) has invited you to use FamilyID to register for programs and activities.

If you have not used FamilyID before:

- Create your FamilyID account

If you already have a FamilyID account:

- Log in to your existing account. Do not create a new one.

Using FamilyID for multiple organizations, registrations or family members?

Please do not create multiple FamilyID accounts. You will use a single account for everything you do on FamilyID.

Create Account

Log In

CONTACT US! [support@familyid.com](mailto:support@familyid.com) | 888.800.5583

## CREATING A NEW ACCOUNT

**Important Note:** Please select “Create Account” **ONLY** if you did not participate in the FamilyID Summer Mailing process in a previous year.

If you already have a FamilyID account, please select “Log In” and log in to your existing account. A “Forgot Password” option is available should you need it. Then proceed to “ALL USERS - MATCHING STUDENT DATA”, on page 3 (below).

## Account Owner Sign Up

John Jay High School (Summer Mailing Forms only) has invited you to use FamilyID to register for programs and activities.

First and last name \* Both fields are required

Parent First Name

Parent Last Name

Email \* A valid email

Your email address populates this field

Retype email

Password \* Min. 8 characters

Password

Retype password

Mobile phone number In case you forget your password

US +1

example: (201) 555-0123

☐ Join the FamilyID email list. We'll keep them interesting and infrequent.

☒ I agree to the FamilyID Terms of Service \*

[Read the Terms of Service.](#)

Back To Home

Create Account

**If you already have an account, log in**

CONTACT US! [support@familyid.com](mailto:support@familyid.com) | 888.800.5583

## CREATING A NEW ACCOUNT (continued)

1. **Create** your secure FamilyID account by entering the parent/guardian first and last names, E-mail address and password. Select the **"I Agree to the FamilyID Terms of Service"** check box. In the event you would like to view it, the FamilyID Privacy Policy can be found here: [FamilyID Privacy Policy](#)
2. Click **Create Account**.
3. You will receive an email with a link to activate your new account. If you don't see the email, please check your email filters and spam or junk folder. The sender email address to look for is [notifications@familyid.com](mailto:notifications@familyid.com). Click on the link in your activation E-mail, which will then log you in to FamilyID.com.

## ALL USERS - MATCHING STUDENT DATA

1. **If you logged in to your existing FamilyID account above**, once you log in you will be prompted to make sure your information matches the data your school has provided. Under the 'My FamilyID Information' heading, use the drop-down menu to select which family member the data provided matches with. If there are no matches listed, select 'No match; Add new person'. If your organization has provided data for 'Michael Smith', for example, and in your FamilyID account you have the same student listed as 'Mike Smith', please match the two. In the next column, choose how you would like the name to display on FamilyID going forward.

**If you created a new FamilyID account above**, there will be no matches listed in the drop-down menu. Select 'No match; Add new person' for each of the students that appear on your list.

The screenshot shows the FamilyID website's matching interface. At the top, it says "Let's make sure your info matches the data YourSchool provided!". Below this, a table compares "YourSchoolHere" data with "My FamilyID information". The "YourSchoolHere" column lists "Michael Smith". The "My FamilyID information" column has a dropdown menu currently showing "Mike Smith". To the right, a "Select how name should appear" dropdown menu is open, showing "Mike Smith" as the selected option, with other options "SELECT", "Mike Smith", and "Michael Smith" listed below. Below the table, there is a checkbox for a legal certification and an "Accept Invitation" button.

YourSchoolHere	Match to	My FamilyID information	Select how name should appear
Michael Smith	→	Mike Smith	Mike Smith

☐ I certify that I am 18 years of age or older, or an emancipated minor, and I am legally authorized to register participant Valley and its affiliated organizations.

Accept Invitation

2. Once all of the data matching has been completed, select the check box to certify that you are 18 years of age or older, and select **Accept Invitation**. You will be taken to the dashboard containing the **"Summer Mailing Forms Only"** program for your child's 2022-23 school.
3. Please see the **Step-by-Step Guide** document that was attached to the Connect-Ed notification for information on the next steps in the process.

## IMPORTANT ADDITIONAL INFORMATION

This program is being used for the completion of summer mailing forms only. Please use [Campus Parent](#) to update the **Address Information, Demographic Information and Family Information** for your child.

**The information that you provide to Family ID is not automatically fed to the student system or the Connect-Ed, and is not maintained by school district personnel. All updates must be done by the parent/guardian.**

If you would prefer not to participate in Family ID, please download the forms from **the Quick Links section of your child's 2022-23 school eChalk website** ([www.klschools.org](http://www.klschools.org) – **Our Schools**). Once completed, the forms can be scanned and emailed to the klschools email address below, or the hard copies can be mailed.

**FAMILY ID SUPPORT:**

If you need assistance with the software, please contact FamilyID at: **support@familyid.com** or **888-800-5583 x1**. Support is available 7 days per week and messages will be returned promptly.

**KATONAH-LEWISBORO SUPPORT:**

If you have school-related questions, please send an email to the Main Office of your child's 2022-23 school, using the email address(es) below.

Please send an email to the email address for your school (below) if:

- You do not have access to online resources, and would like to schedule a visit so that resources can be provided, or
- You would prefer to continue to submit paper forms.

HS: [summerjjhs@klschools.org](mailto:summerjjhs@klschools.org)

IMES: [summerimes@klschools.org](mailto:summerimes@klschools.org)

MPES: [summermpes@klschools.org](mailto:summermpes@klschools.org)

MS: [summerjjms@klschools.org](mailto:summerjjms@klschools.org)

KES: [summerkes@klschools.org](mailto:summerkes@klschools.org)

**Please use the information above to create an account and complete the forms by Monday, August 1st.**