



FEATURE UPDATE: PASSWORD PROTECTED AGENDA EMAILS

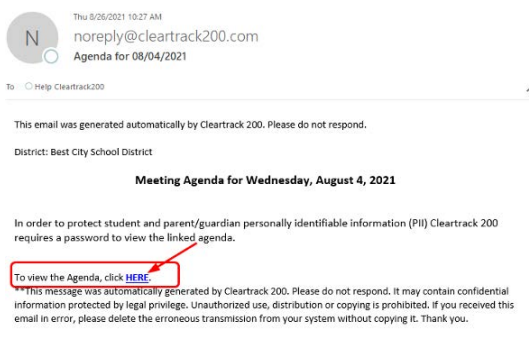
As we enter the new school year, ClearTrack has made mandatory with the upcoming release a password protected agenda email feature. This is not a new feature, but instead an optional feature that is now required. This change will provide the sender and recipient of the agenda email an additional level of security to ensure personally identifiable information (PII) is not compromised. In order to send and receive agenda emails in the future, the creation of a password will be required. Below are the steps to follow to send an agenda email using the now required password feature.

STEP 1

Turn on the **password function** for emailing in System Defaults. This step will not be needed once the feature update has been applied in September 2021. **Set the password** for the agenda PDF. This password is a district-wide or system-wide password. Please use best practices when sharing and storing passwords.

STEP 2

After the meeting agenda has been created, the agenda can then be **emailed as a link**. To email the agenda, select **Main Menu > Special Education/Meeting Information > Meetings - Individual Students or Agenda**. The report generator can be used to check the status of the sent emails.



FOR THE EMAIL RECIPIENT

When the agenda email has been sent, the **recipient will receive an email with a link**. When they click on the link a password box will appear. The **recipient will need to enter the password** and then the agenda document will open. **For a user with an active ClearTrack login, the password will be their login password. Parents/Guardians will need to answer questions specifically about their child in order to set a password and view the agenda. For all other users, they will need to use the district password.**

If you have any questions or need further assistance, please contact a Special Education system team member at (315) 361-2700, option 1.

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