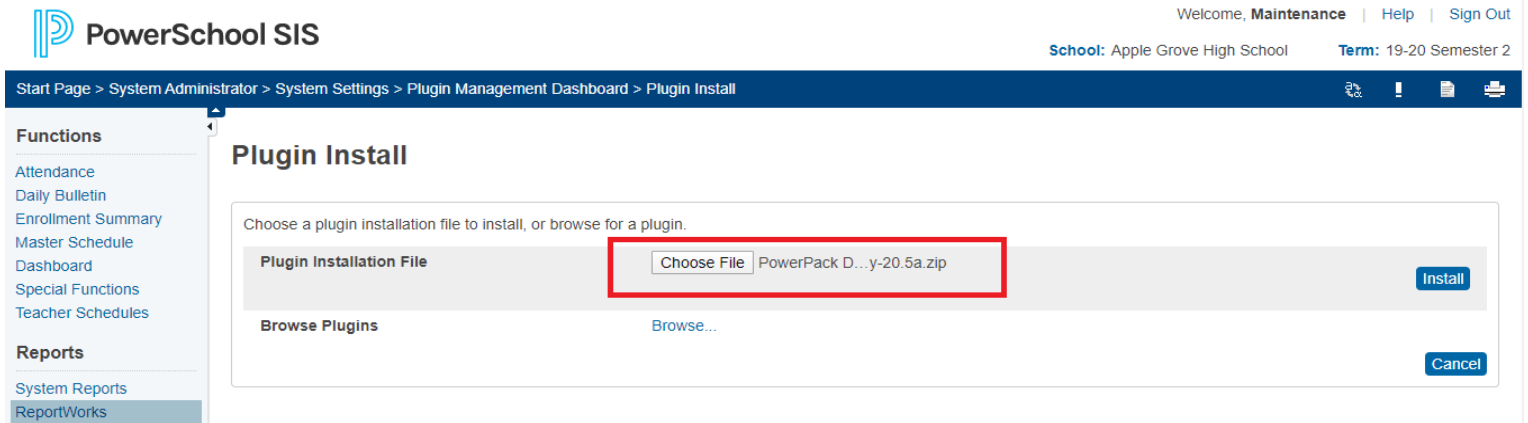# Digital Document Delivery

PowerSchool Student Information System

Login to your PS SIS Application

- Please login to your PS SIS Application.

- Once you have logged in, please navigate to Start Page > System Administrator > System Settings > Plugin Management Dashboard.

- On the Plugin Management Dashboard Page, click on Install and select the "Digital Document Delivery" Plugin zip file.

- After selecting the Plugin, please click on **Install** button. The version of the Plugin would be **20.5a.**

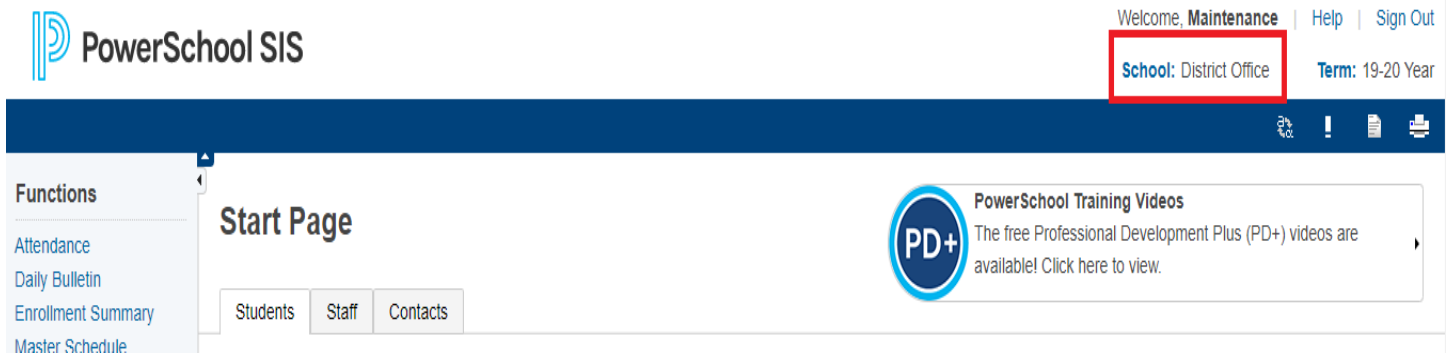- Now Enable the Plugin after it gets successfully installed.

- Navigate back to Start Page. Select **"District Office"** as "**School".**

- Now, navigate to **"Start Page > District > Document Delivery"** which will be under **"District Information".**

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District Information

District Info	Define names and general information for the district.
Districts of Residence	Define incoming student district information.
Document Delivery	Configure document delivery preferences for this district
Miscellaneous	Define miscellaneous settings.
Schools/School Info	Create and define schools.
Sign In Screen Custom Message	Enter custom messages on PowerSchool sign in screens.
Student Numbers	Manage student numbers for the district.
District Logo	Select logo to be shown on the course based report card (Please note: This setting is only applicable when you select "District Office" from the school drop down).
District Alert Setup	Enable/Disable student alerts for this district.(Please note: This setting is only applicable when you select "District Office" from the school drop down.)

- Click on **"Enable Document Delivery"** option on the **"Document Delivery Preferences"** page.

PowerSchool SIS

Welcome, **Maintenance** | Help | Sign Out
School: District Office   **Term:** 19-20 Year

Start Page > School Setup > Document Delivery Preferences

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry
New Contact Entry
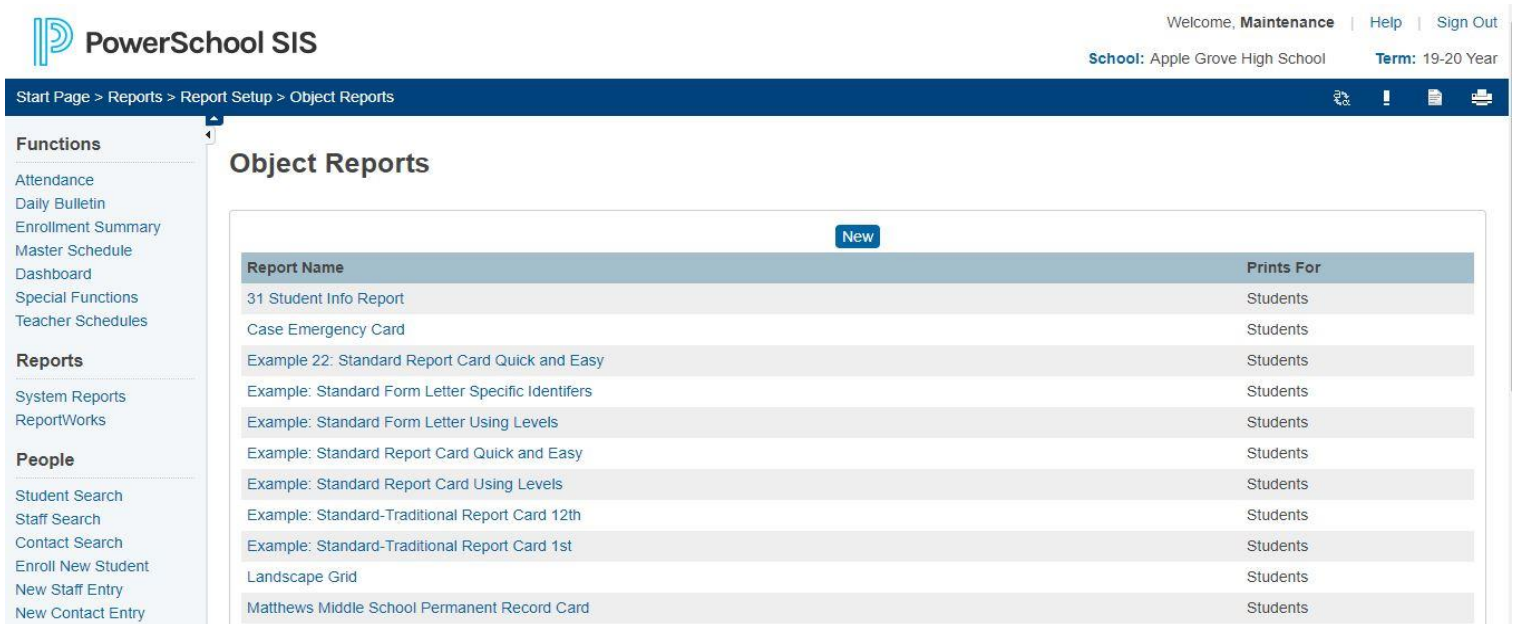
Document Delivery Preferences

Option	Data
Enable Document Delivery?	☐
SMTP Server	
SMTP Port	
SMTP Username	
SMTP Password	••••••••
SMTP Password	••••••••

Submit

- Enter the details on the other fields and click on Submit. You can leave the SMTP Server, Port fields blank.

- Go back to the Start Page and Enable it for every school.

- Select the School for which you want to Enable it.

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- Navigate to **School > Document Delivery (Under General)**

General

Activities Setup	Define school specific extra-curricular activities.
Balance Alert	Define cutoffs for fee and lunch balance alerts.
Boundary	Define the geographical boundary for this school.
Document Delivery	Configure document delivery preferences for this school
Email Lists Preferences	Preferences for controlling Build Email Lists pages (in PowerSchool Admin, PowerTeacher and PowerTeacher Pro)

- Enable the checkbox next to **"Enable Document Delivery?"** option.

- Enter the Email Subject and Email Body. The Email body can contain any information related to Attendance of the student, Report Card etc.

- It needs to be set up at every school and you can change it at any time.

- Now you have to enable Digital Document Delivery for **"Object Reports".** For that navigate to Start Page > Reports > Report Setup > Object Reports.

- Select the **Object Report** for which you want to Enable it.

- Click on **"Enable Doc Delivery"** option.

- You will be able to see a new Label **"000.SPLITTER.KEY".** It is added to the Object Report. The Setup is complete.

Sending Email to Students

- Every Student has "Document Delivery" option.

- To enable it for a student, select the student at the Start Page and click on **"Document Delivery"** under **"Information".**

- Enable the "Opt-In" checkbox. This Allows the Administrator to opt in that student, enter the email addresses (email addresses are comma (,) separated) and set the password for the pdf document so that it is password protected.

Example- The multiple email address can be entered as- abc@gmail.com, xyz@yahoo.com

- This is done at the Admin Portal. Parents also have an option to opt in through parent portal.

- To **"opt in"** from **Public Portal (Parent Account),** parent/guardian need to log in to the **Public Portal.**

- Enter the Email Address in which you want to receive the document.

- Now select the students to whom you want to send the documents at the Start Page (In Admin Portal).

- After selecting the student, select "Print Reports" in the Group Function drop-down.

- Once you have run the **"Object Report"** for which you Enable the Digital Doc Delivery, you will be able to see an **"Email Icon"** next to that Report.

- Click on the "Email Icon". You will see the below page:-

- On this Page you will be able to see the "Email Subject" along with the "Email Message" which you have set at the School Level.

- After that you can see the students to whom the report or document will be sent in the emails which were entered in the respective student accounts.

NOTE:- Here it is showing only 1 email address because only 1 was added in the student's profile. You can add multiple emails (separated by comma).

- Now click on **"Confirm Action"** to send the document. Once the report has processed successfully, you will be able to see the **"E-Mail Successfully Sent!".**

- So the parents would be receiving email from the School from which you sent the email but the email address would be **no-reply@powerpack.powerschool.com**.

Example- Apple Grove High School

- In the Email you will be able to see the **"Subject", "message"** which you set up at the School Level along with a link to the document. Click on the document it will get downloaded. Once downloaded it will prompt you to enter the password which was set to protect it.

- It will be splitting the Students and would be emailing the document to their respective parents on the email addresses which were set in the student's profiles.

Change Control Table:

Date Released	Author	Version	Updates

Thank You!

For online tutorials regarding PowerPack plugins, please visit: https://help.powerschool.com/t5/PowerSchool-PowerPack/tkb-p/PowerSchoolPowerPackInstructionalVideos

(Technical Contacts have access)

Should you have any questions or experience any issues in the future with your deliverable(s) please create a new support ticket so that we can provide assistance. Please also include either the original request or project number.

_____

Requesting Support

PowerSchool has established a support process to ensure a timely response to your maintenance agreement requests. (Monday – Friday; 6:00 AM – 8:00 PM EST) (Excludes PowerSchool Holidays)

Note: Technical Support is only provided to technical contacts

PowerSchool Technical Support:

PHONE: 866-434-6276

EMAIL: Support@PowerSchool.com

CHAT: https://support.powerschool.com/support/chat.action

On-Line Case Logging: https://support.powerschool.com

Queries: producttailoring@powerschool.com