[VIDEO] Resend Invitations

Last Modified on 08/07/2023 3:00 pm

If a guardian advises they did not receive their eForms invitations, resend them from the View Status page. You may also consider confirming and updating the guardian's email address. See **Update**Parent Email Addresses for more information.

Required Permissions: You must have the **eForms** permission enabled on your account to use the eForms feature.

- 1. From the menu to the left, click **eForms**.
- 2. Click View Status.
- 3. To resend invitations individually, click \square on the row for the appropriate participant.
- 4. To resend invitations in bulk:
 - a. Click Resend Invitations.
 - b. Click **Yes** at the confirmation prompt. All invitations at Not Started or In Progress status are sent out again.

The video below explains all action items on the View Status page.