

## Looking Up a Username and Password for a Parent or Student

1. From the **Start Page**, search to find the student.
2. In the **Information** section of the student menu, click on **Modify Info**.

The screenshot shows a form with the following fields and values:

Family rep	<input type="checkbox"/>
Graduation Requirement Set	<input type="text"/>
Guardian Access, Allow	<input checked="" type="checkbox"/>
Guardian web ID	OXX99II
Guardian web PW	XXXX
Home Room	<input type="text"/>
Locker Combination	<input type="text"/>
Locker Number	<input type="text"/>
Lunch ID	0
Part-Time Student Indicator	<input type="checkbox"/>
Phone ID	0
Student Access, Allow	<input checked="" type="checkbox"/>
Student Web ID	OYYYY88
Student Web PW	XXII

Annotations:

- Two arrows point from the text "Parent/Guardian Information" to the "Guardian web ID" and "Guardian web PW" fields.
- Two arrows point from the text "Student Information" to the "Student Web ID" and "Student Web PW" fields.

## Printing a Parent Portal User Name and Password for One Student/Parent

1. From the **Start Page**, select the student.
2. In the **Enrollment** section of the student menu, click **Functions**.
3. Choose **Print Reports for This Student**.
4. In the **Which report to print box**, choose **Parent Portal Letter.1** or **Student Portal Letter.1** as needed.
5. Click **Submit**.

## Adding an E-mail Notification for a Second Parent/Guardian.

1. From the **Start Page**, select the student.
2. In the **Information** section of the student menu, click on **Parent/Guardian**.
3. Scroll down to enter the notification parameters and the e-mail addresses.

Enter notification parameters.

Parents/Guardian Automatic Email Reports

Guardian is registered to receive

- Summary of current grades and attendance
- Detailed report of attendance
- Detailed report showing all assignment scores for each class
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Guardian's email address:

Enter e-mail addresses separated by commas with NO spaces.