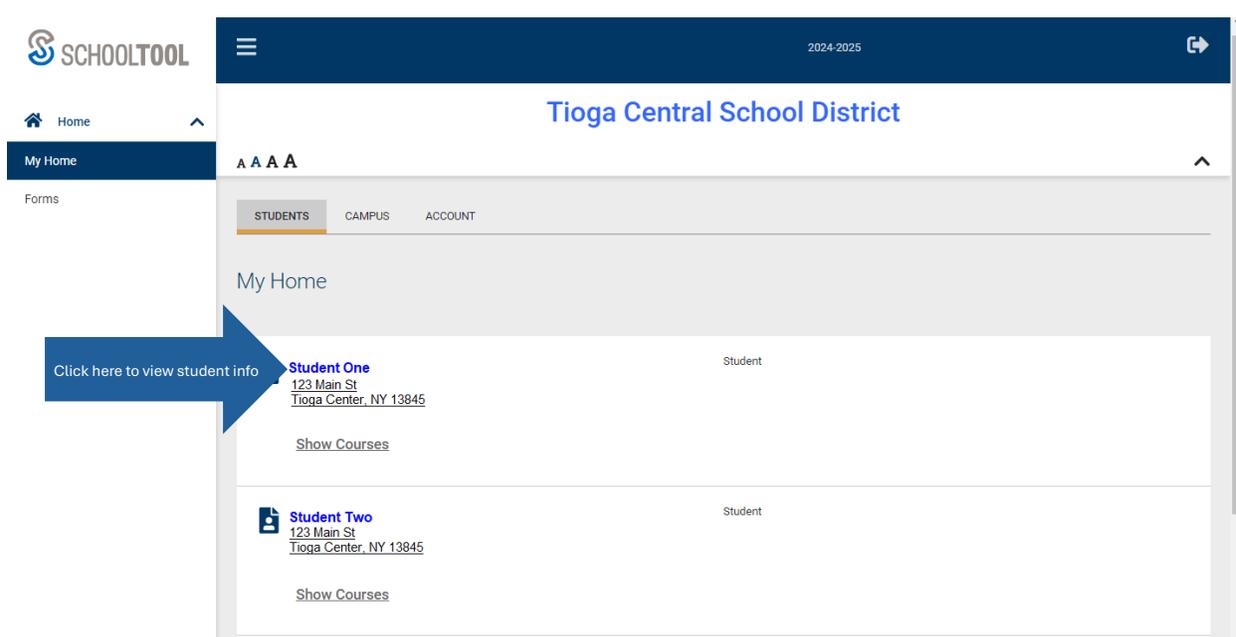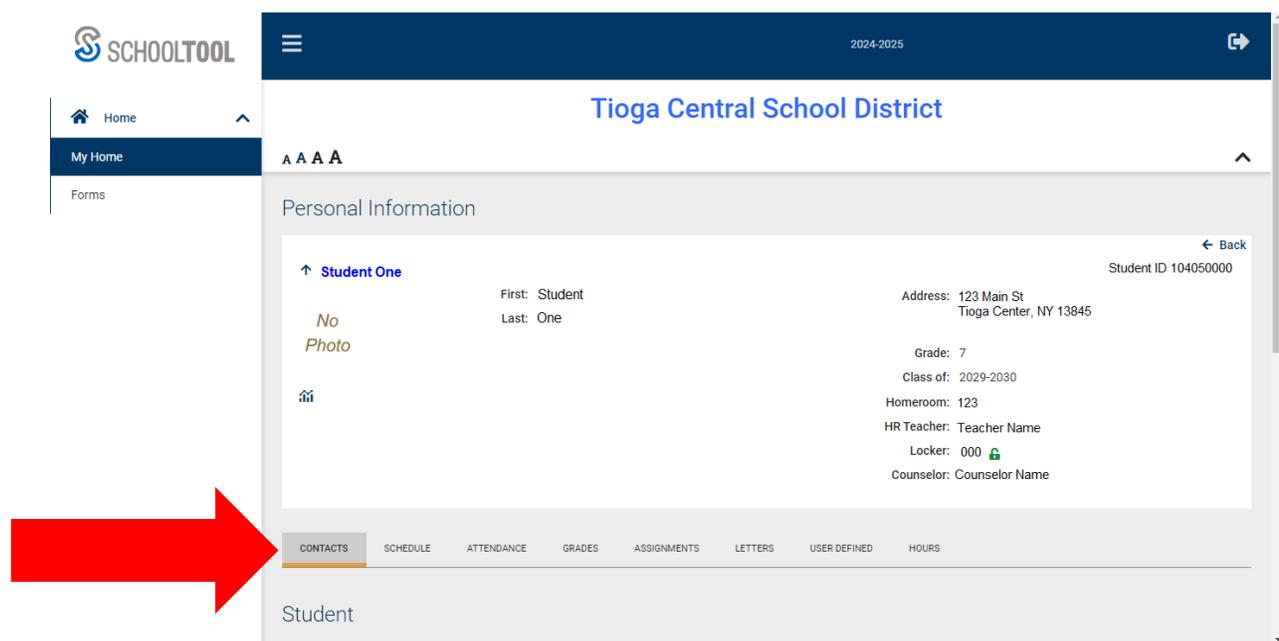# ACCESSING AND UTILIZING YOUR NEW PARENT PORTAL

(formerly known as Home Access)

- Follow the directions in your email to sign into Parent Portal for the first time. (Didn't get an email? That means your email is not on file, or is incorrect. Please contact your main office to update.)
- Once you are able to log in, you will see the screen below.
- There are three tabs across the top.
  - Students – shows all students for which you are listed as Guardian.
  - Campus – shows which day it is in the 6 day cycle.
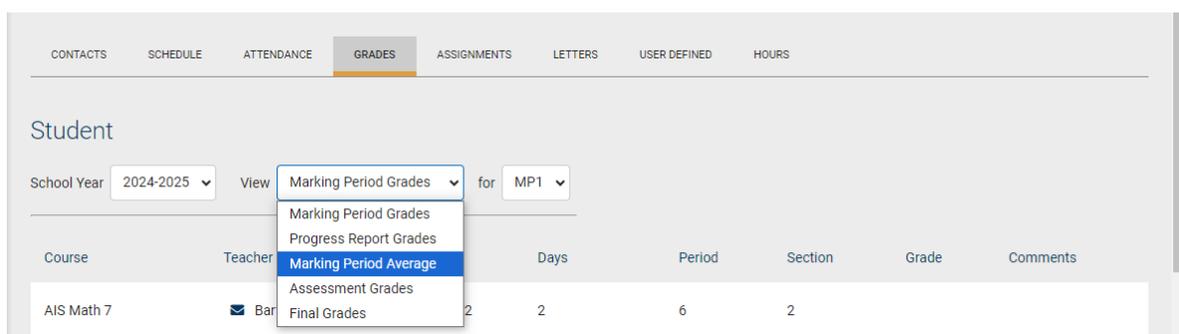 - Account – Go here to select/change your password.

- **TO VIEW STUDENT GRADES/ATTENDANCE/INFORMATION:**
  - Click on your student's name (in blue – see blue arrow above).
  - This will take you to that individual student's information screen. You will see many tabs in the middle of the screen.

- Contacts – shows all current Guardians and Emergency Contacts, with the information we currently have on file.
- Schedule – Shows the period by period schedule for students in grades 7-12. Shows courses that receive grades, in no particular order, for students in grades PK-6.
- Attendance – Shows all days in which your student has been marked absent, tardy, etc.
- Grades: The dropdown gives you several options.

- Marking Period Grades shows REPORT CARD grades.
- Marking Period AVERAGE shows current, running average for each course, broken down by category.
- The remainder are self-explanatory.
- Assignments: Formerly known as "Classwork" in Home Access. **This is the most frequently used item for parents/guardians.** This is used TO VIEW CLASSWORK, HOMEWORK, AND TEST GRADES AND TO CHECK FOR MISSING ASSIGNMENTS. Utilize the drop downs to view every assignment in every course, or to sort by course.
- The last three tabs, Letters, User Defined, and Hours are not used.

- Clicking on MY HOME to the left will return you to the main screen where you can then select another student if applicable.