

## Login

To obtain a login and the Web site to access your child's information, contact your child's school. When you have the login information:

- Open a Web browser window.
- Go to the web site URL given by the school.
- Enter the *User Name* and *Password*. If you forgot your password, click the **Forgot your password?** link and follow instructions provided.
- Click **Login**.

The first time you log in, you may need to reset your password for security purposes. If so, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

## Selecting Students/Years

- **Student:** If you have more than one child enrolled in the district, click the student drop-list to select a different student. If you don't see all of your children on the list, contact the school.
- **School/Academic Session:** Each year that a child is enrolled in a school in the district, they are enrolled in an academic session. Click the drop-list to select a different year (academic session) and view grades, requests, etc. for that year.

## Home

- **Home Page:** A list of announcements will display. Some announcements may have a blue link that you may click to view more details.
- **School Calendar:** Displays a calendar of school events and schedules. An event will display as a blue link. Click the link to view more details. Non-attendance days appear in gray. Click the **Month** drop-list to view a different month or click the **>>** or **<<** arrows to navigate to a different month.

- Click **Events** to view only events for that month. Click **Schedule** to view the attendance days / schedule (early out days, rotation days). Click **Both** to view both events and the schedule.

## Attendance

Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school

- Click the **Date** of the absence to view more details.
- **View Period Absences:** Click to view a list of all periods missed.
- **View Check In/Check Out:** Click to view a list of the dates/times that your child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

## Demographic

Displays the basic demographic information on file at your child's school. If any information needs to be corrected, please contact the school.

## Discipline

Click to view a list of any applicable discipline records for your child for this year including the date, infraction, inf. count (how many times the student committed this infraction), demerits, disposition, disp. count (how many times the student received this disposition) and the date on which the student must serve the disposition.

- Click the **Date** to view more details about the discipline record.
- Click the **History** button to view all of your child's discipline records, not just those for the selected year.

## Fees

Displays all fees with a balance due greater than zero. Includes Date, School Year, Category, Description, Section (if a course fee), Fee Amount and Balance.

## Grades

Displays all of the current running averages (grades) for your child's classes.

- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.
- **A:** Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the **+** button to view more details about the activity. Click the **Progress Report** button to view/print a report for your child's activities for this class.
- **D:** Click to view more details about your child's grade for this class.

## Requests

Shows a list of current requests and allows you to enter new requests for the classes your child will take. Be sure you have selected the correct year. To enter requests for the classes your child will take for next year, be sure to select that year from the **School/Academic Session** drop-list in the upper right hand corner.

- **Add:** Click to add a new request for your child. Search for the class you wish your child to take. Check each desired class and click **Add**.

- **Delete:** To delete a request for your child, just place a check next to the course name and click **Delete**.

## Schedule

Displays the schedule that your child has for the selected year (academic session). All terms will display by default but you may click the **Term** drop-list and select to view just one term of your child's schedule.

## Reports

*InformationNOW* uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://get.adobe.com/reader>.

- **Household Statement** (where available): A statement of all student fees.
- **Comprehensive Progress:** A list of activity grades like homework, quiz or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments.
- **Standards Report Card:** A standards-based report card including marks for certain standards such as *Able to tie shoes* or *Able to evaluate mathematic strategies of others*.
- **Unofficial Transcript:** A student's unofficial transcript. A watermark will print indicating this is an unofficial copy. Therefore this transcript may not be submitted to colleges for consideration.

## System Preferences

- **Alerts:**
  - **Attendance:** Check if you would like to receive an e-mail alert when your child is marked all day absent, half day absent or tardy to school.

- **Discipline:** Check if you would like to receive an e-mail alert when your child has been given a discipline record at their school.

- **Grades:** Check to receive an e-mail if:
  - Child receives a failing report card grade.
  - Child's overall average of assignments such as homework, quizzes and tests drops below passing.
- **Go Green:** If selected, you will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online. You will not receive a printed report. To *Go Green*, check the box and enter a primary e-mail address. An e-mail will be sent from the school when an electronic version of a report is ready. To view the report, log in to *InformationNOW* and, under the **Reports** link on the left, click the desired report.
- **E-mail:** Enter the primary e-mail address for the school to use for announcements and other information.
- **Change Password:** To change your password, enter the new password and then retype the password in the field provided. This option will not display if the district uses Active Directory Authentication.

Passwords must meet the following criteria:

- Must be a minimum of eight alpha-numeric characters in length.
- Must contain at least one number and one letter.
- Cannot be *password*, *pass*, *administrator* or *admin*.
- Cannot be same as username.



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# *InformationNOW* Home Portal Quick Guide

This document contains a brief overview of all of the options available in the *InformationNOW* home portal. Depending on how your child's school uses the program, all options may not be available to you.

For questions concerning the home portal, please contact your child's school.