

Taconic Hills CSD

Parent Portal Tutorial



Preparation

Parents/Guardians and students in Taconic Hills CSD can access student information such as contacts, grades, schedules, attendance, and discipline record all on-line via our “Student/Parent Portal”. Before this can be achieved, there are several things that need to be done to begin this process:

1. Individual requesting account must have an e-mail address.



A current e-mail address will be used to access our Student/Parent Portal. For this to happen, simply make sure to provide the school district with this information via the “Student/Parent Portal Access Request Form” by completely filling out all fields of this form and returning it to the student's school main office. A separate form should be used for EACH person requesting access. Remember, this email address will be used as your “Username” when logging into the Parent Portal.

2. The web site of the Student/Parent Portal:

The link is located on the Taconic Hills CSD web page listed under the Parents link, which can be found at:

<http://www.taconichills.k12.ny.us/Parents/parentportal.html>

3. Be sure that you have access to your own email address as you will be receiving your first Student/Parent Portal password through your email. It will be necessary to make sure you have access to your e-mail when you first log in.

Logging In

Now that you have completed the basic preparation and your “Student/Parent Portal Access Request Form” has been submitted to the school building of student attendance and processed, it is time to log into the Portal *(This may take up to 5 days).*

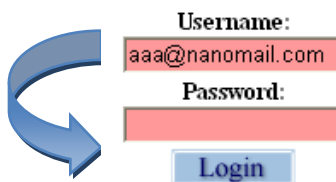
1. Once your account is created by school personnel, an e-mail will be sent to you. Log into your email account, as you would normally, and look for an email message from “**SchoolTool**”. When this email message arrives, open the message and write down, or print, the password that is displayed. *Note: If you do not see the e-mail in your in-box, it may have gone into your SPAM box.*

Be Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important – Cut and Paste functions are ideal for this step.

2. Access the internet from any computer and go to the Student/Parent Portal link, which can be found on the Taconic Hills CSD home page.
3. Where it says “**Username**”, type in your full email address; where it says “**Password**”, type in the initial password that was sent to your e-mail: *Remember, the password may be copy/pasted from the email message, but be careful to grab each character.*



4. Click on the blue **Login** button.



Username:
aaa@nanomail.com

Password:

Login

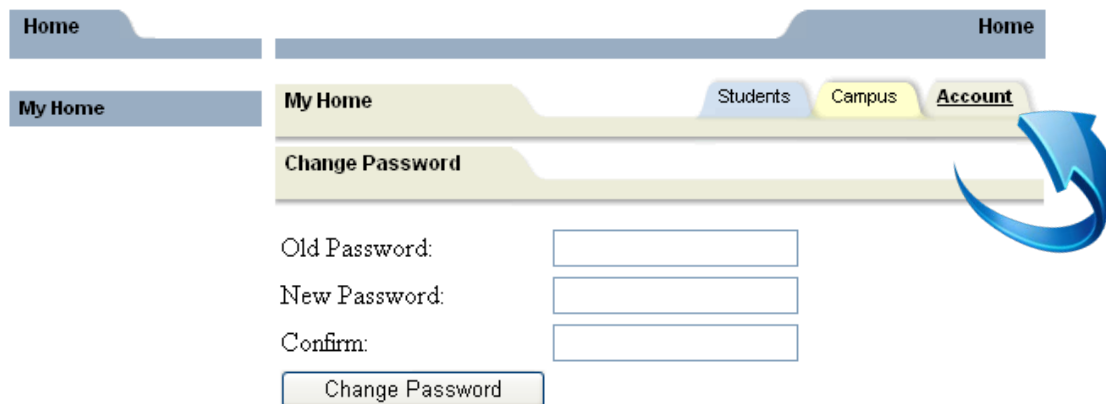
5. Changing your password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

- **Greater than or equal to eight (8) characters**
- **Combination of letters, numbers, and symbols (including upper and lower case letters)**
- **Something that can be remembered easily**

Good passwords do not have to be hard to remember. "Ready4School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To customize your password, simply click on the **Account** sub tab, enter the existing password sent to your e-mail account from school tool, then type in your new desired password (twice). Click on the Change Password button to finalize the change.



Home Home

My Home My Home Students Campus **Account**

Change Password

Old Password:

New Password:

Confirm:

Change Password



If you have any difficulty, check all of the previous steps, and then call our school district for support at (518)325-2820 for Elementary or (518)325-2840 for Jr./Sr. HS, if you still experience problems.

Subsequent Logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the Student/Parent Portal link, enter their username and password, and click on the Login button. If you have forgotten your password, enter only your username, then click on the blue Login button. Follow the on-screen instructions.

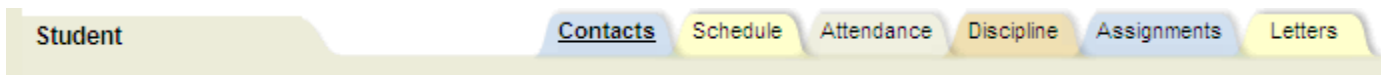
The screenshot shows the parent portal interface for Taconic Hills Central School District. The top navigation bar includes the school name, a 'Home' link, and a 'Logout' button. Below this is a secondary navigation bar with 'Home' on the left and 'Home' on the right. A third navigation bar features 'My Home' on the left and four tabs: 'Students', 'Campus', 'Account', and 'Messages'. The main content area displays a welcome message for Joseph SMITH dated Thursday, March 15, 2007. Under the 'Contacts' section, there are two entries for sons: Robert SMITH and David SMITH, both residing at 215 Ginnie Terrace, Rochester, NY 12345. Each entry includes a purple triangle icon, the name, address, relationship ('Son'), and home phone number (555-1234), along with icons for home, messages, and a green arrow.

Contacts			
	Robert SMITH	Son	
	<u>215 Ginnie Terrace</u> <u>Rochester, NY 12345</u>	Home: 555-1234	
	David SMITH	Son	
	<u>215 Ginnie Terrace</u> <u>Rochester, NY 12345</u>	Home: 555-1234	

A parent/guardian or student will be presented with a screen containing three tabs:

- **Students:** A listing of all students that "belong" to the logged-in parent/guardian. A parent will have the right to click on a student's select button (purple triangle next to the name), to see all of the student's details.
 - **Campus:** A parent will see general campus information.
 - **Account:** To change passwords.
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After a student record is selected, the following tabs will be available:



- **Contacts:** Shows all contacts that are associated with that student, this is a list of who is authorized to pick up a student, contact a student, or not authorized to contact a student (custody alert, order of protection, etc.)
- **Schedule:** Shows the schedule of a student in real time, any modifications made during the course of the school year will be shown in real time then the modification is made. (Prior years schedules are also available simply by changing the school year.)
- **Attendance:** Shows a comprehensive list of all Absences, Late Arrivals and Early Dismissals throughout the school year for the student (Prior years attendance is also available simply by changing the school year.)
- **Discipline:** Shows all infractions and consequences from referrals generated for student throughout the school year. (Prior years discipline records are also available simply by changing the school year.)
- **Assignments:** Shows all assignments and grades from students' classes.
- **Grades (tab not shown):** Shows student grades by quarter, progress reports, etc. (Prior years grades are also available simply by changing the school year.)
- **Letters:** Shows correspondences that have been sent to the parents in regard to attendance issue.

Notes



This icon will appear next to all staff members' names in the schedule, homeroom, grades and assignments tabs. Clicking on this icon will allow parents to e-mail teachers directly.



Amendments to addresses, contacts, phone numbers, etc., should be made in writing and submitted to the school building your student attends.



Questions about grades, assignments, attendance, discipline, etc. should be brought to the attention of the teacher or counseling office (grades/assignments), attendance office (attendance, contact information), and main office (discipline, other inquiry)

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the Browser window.

