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Parent Portal

The Parent Portal is a feature that integrates school data into the ParentLink web interface to provide parents with accurate and up-to-date information on their students' class schedule, attendance record, assignments, and so forth.

For ideas and processes to advertise and promote the Parent Portal at your school district, please view our PDF on [Launching the Parent Portal at Your District](#) or make use of our [ParentLink Parent Portal flyer](#).

Logging in

NOTE: All users should have received a password and login ID prior to their attempts at logging into the system. If this information has not been received, contact a school or district administrator.

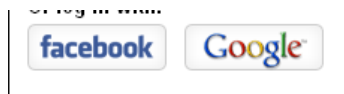
1. Enter the correct login ID and password (these are case sensitive).
2. Click the **LOG IN** button.

Alternatively, parents and students can use their Google and/or Facebook account to authenticate and log into ParentLink. To use this feature, the user must have a Google email and/or their Facebook primary email on file in their ParentLink account. A parent or student can have as many emails in ParentLink as they wish, and this form of authentication will work as long as one of them is their Google email, or their primary Facebook email. If the email is associated with more than one ParentLink account, the user will be asked which account they wish to be authenticated to.

NOTE: In order to use this feature, it must first be activated by the district. Instructions on activating this feature can be found on the [Activating Google or Facebook Authentication](#) page.

Logging in with a Google Account

1. From login page, click on the Google icon.



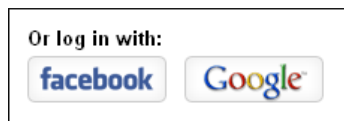
- Then a Sign in page will displayed to enter the email and password for the user's Google account. Click on the **Sign in** button.

- ParentLink will then request permission to use the Google account information to access the site. Select the **Allow access** button. The user will then be taken to the ParentLink Home page.

Logging in with a Facebook Account

ParentLink can also authenticate users using their Facebook account. The district will have to collect the email they use for their Facebook login.

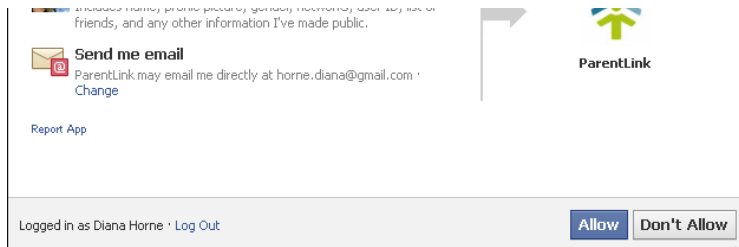
- From the login page, click on the Facebook icon.



- Then a Sign in page will displayed to enter the email and password for the user's Facebook account. Click on the **Log In** button.

-

ParentLink will then request permission to use the Facebook account information to access the site. Select the **Allow** button. The user will then be taken to the ParentLink Home page.

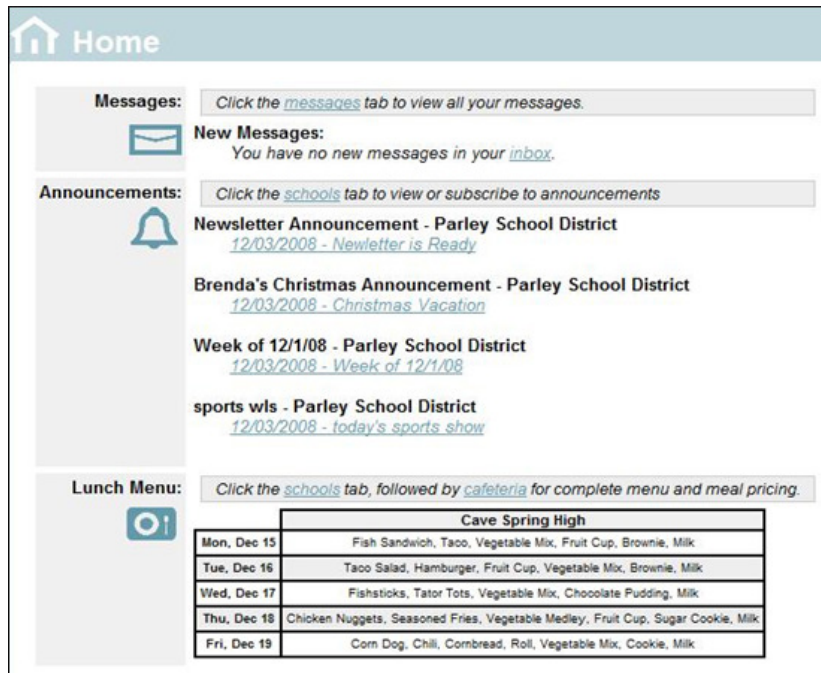


If there is not a google account email or Facebook email on file in the parent/students ParentLink account, a pink banner warning will appear denying access to ParentLink. If there are continuing problems, contact your school administrator.



Home

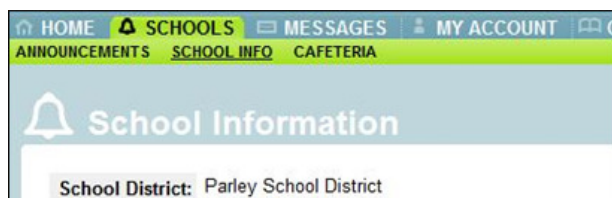
When parents initially log in, they are directed to the Home page where new messages, announcements, and lunch menu information is listed. The screen looks similar to a school administrator's; however, the only tabs that parents retain are: **HOME, SCHOOLS, MESSAGES, MY ACCOUNT, CLASSES, and HELP.**



From the Home page, parents can view messages they have received, new announcements, and the school lunch menu for the week.

Schools

The **SCHOOLS** tab displays announcements the user is subscribed to or may subscribe to, school information (such as address, phone number, and web site address), and cafeteria menu and balance.



Phone number: 8013739669

Address: None, None, None, None, None [\[map\]](#)

Web page:

School: Cave Spring High

Phone number: 3737256

Address: 45 Wasatch Drive, Provo, UT, 84601 [\[map\]](#)

Web page:

When the **SCHOOLS** tab is clicked, users are directed to the School Info page. On this page the phone number, address, and web URL for the parent's school district and their child's school are displayed.

HOME **SCHOOLS** MESSAGES MY ACCOUNT CLASSES HELP

ANNOUNCEMENTS SCHOOL INFO CAFETERIA

Browse Announcements

<input type="checkbox"/>	Topic	School	ID	Messages	Last Messa
<input type="checkbox"/>	Sports Schedules Schedules for all in-season sports	Cave Spring High	71157	0	-
<input type="checkbox"/>	Elementary Parents Test	Parley School District	53469	0	-
<input type="checkbox"/>	test	Parley School District	39469	0	-
<input type="checkbox"/>	Test 1 Testing ownership stuff.	Parley School District	20166	0	-

SELECT ALL SUBSCRIBE UNSUBSCRIBE

Parents can view announcements by either selecting the **Announcements** link or image on their Home page or by clicking on the **SCHOOLS** tab and then on the **ANNOUNCEMENTS** link from the menu. From this page parents can view or subscribe to an announcement topic.

HOME **SCHOOLS** MESSAGES MY ACCOUNT CLASSES HELP

ANNOUNCEMENTS SCHOOL INFO **CAFETERIA**

Cafeteria Information

My Cafeteria Balance: There is no cafeteria data.

DENNA's Cafeteria Balance: There is no cafeteria data.

Select a school: Cave Spring High

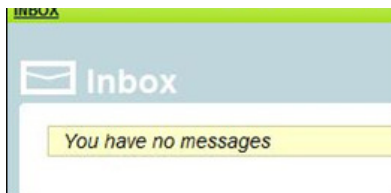
◀ December 2008 ▶				
Mon	Tue	Wed	Thu	Fri
1 Chicken Nuggets, Seasoned Fries, Vegetable Medley, Fruit Cup, Sugar Cookie, Milk	2 Corn Dog, Chili, Cornbread, Roll, Vegetable Mx, Cookie, Milk	3 Fish Sandwich, Taco, Vegetable Mx, Fruit Cup, Brownie, Milk	4 Fishsticks, Tator Tots, Vegetable Mx, Chocolate Pudding, Milk	5 Taco Salad, Hamburger, Fruit Cup, Vegetable Mx, Brownie, Milk
8 Corn Dog, Chili, Cornbread, Roll, Vegetable Mx, Cookie, Milk	9 Chicken Nuggets, Seasoned Fries, Vegetable Medley, Fruit Cup, Sugar Cookie, Milk	10 Taco Salad, Hamburger, Fruit Cup, Vegetable Mx, Brownie, Milk	11 Fish Sandwich, Taco, Vegetable Mx, Fruit Cup, Brownie, Milk	12 Fishsticks, Tator Tots, Vegetable Mx, Chocolate Pudding, Milk
15 Fish Sandwich, Taco, Vegetable Mx, Fruit Cup, Brownie, Milk	16 Taco Salad, Hamburger, Fruit Cup, Vegetable Mx, Brownie, Milk	17 Fishsticks, Tator Tots, Vegetable Mx, Chocolate Pudding, Milk	18 Chicken Nuggets, Seasoned Fries, Vegetable Medley, Fruit Cup, Sugar Cookie, Milk	19 Corn Dog, Chili, Cornbread, Roll, Vegetable Mx, Cookie, Milk
22 Taco Salad, Hamburger, Fruit Cup, Vegetable Mx, Brownie, Milk	23 Fishsticks, Tator Tots, Vegetable Mx, Chocolate Pudding, Milk	24 Fish Sandwich, Taco, Vegetable Mx, Fruit Cup, Brownie, Milk	25 Corn Dog, Chili, Cornbread, Roll, Vegetable Mx, Cookie, Milk	26 Chicken Nuggets, Seasoned Fries, Vegetable Medley, Fruit Cup, Sugar Cookie, Milk
29 Fishsticks, Tator Tots, Vegetable Mx, Chocolate Pudding, Milk	30 Taco Salad, Hamburger, Fruit Cup, Vegetable Mx, Brownie, Milk	31 Chicken Nuggets, Seasoned Fries, Vegetable Medley, Fruit Cup, Sugar Cookie, Milk		

The Cafeteria page can be viewed by either clicking on the **Cafeteria** link or image on the home page, or by clicking on the **SCHOOLS** tab and then on the **CAFETERIA** link. This will display each student's current lunch balance as well as the daily cafeteria menu.

Messages

Parents are only able to view their message inbox, which contains the text and audio of any messages they have recently received from their school or district.

HOME **SCHOOLS** **MESSAGES**



My Account

Unlike with student accounts, parents are able to change account information from the ParentLink interface. If a school or district is operating through a SIS (student information system), then any information changed will revert back to the data contained on the SIS.

 A screenshot of the 'Account Information' page for a user named BUDDY BALES. The page has a navigation bar at the top with links for HOME, SCHOOLS, MESSAGES, MY ACCOUNT (selected), CLASSES, and HELP. Below the navigation bar are sub-links: ACCOUNT INFO, PHONE NUMBER / ADDRESS, and MERGE ACCOUNTS. The main content area has a title 'Account Information - BUDDY BALES' and a message: 'If any of the information on this page is incorrect please contact at 373-7256 Your school can then update their databases with the correct information.' The form includes fields for Login (with a link to change ID or password), First name (BUDDY), Last name (BALES), Gender (dropdown), Preferred language (English-US dropdown), and My students (a table with columns Name and Organization, showing DENNA BALES at Cave Spring High). There is also a Message delivery section with a checkbox for 'Always ask for my password before playing messages over the phone' and a section for Phone Numbers with a table showing a number 801-3739669, Type Home, and Enabled checked.

The Account Info page displays all personal contact information through which ParentLink uses to deliver messages. If any information is not correct, parents are encouraged to contact their school or district with updated information.

 A screenshot of the 'Phone Numbers / Addresses' page. The navigation bar is the same as in the previous screenshot. The main content area has a title 'Phone Numbers / Addresses' and a message: 'To edit a phone number/address or schedule, click on it'. There are three sections: Phone Number (with a table showing 801-3739669 and buttons for SELECT ALL, ENABLE, DISABLE, REMOVE), Text/SMS addresses (with a message: 'There are no text/SMS addresses. Click: "Add" to add a text/SMS address.'), and Email addresses (with a message: 'There are no email addresses. Click: "Add" to add an email address.'). At the bottom, there is an Address section with a table showing 1027 4th Av, Provo, CO 84501 and buttons for SELECT ALL, ENABLE, DISABLE, REMOVE.

The Phone Numbers / Addresses page lists all contact information for a parent. From this page, parents may add or edit contact information. If a school or district is operating through a SIS (student information system), then any information changed will revert back to the data contained on the SIS.

 A partial screenshot of the ParentLink interface showing the navigation bar with links for HOME, SCHOOLS, MESSAGES, MY ACCOUNT (selected), CLASSES, and HELP. Below the navigation bar are sub-links: ACCOUNT INFO, PHONE NUMBER / ADDRESS, and MERGE ACCOUNTS.

Merge Accounts

If you belong to more than one organization on the system (for example: a parent with more than one child) you will be able to access all of your accounts using a single login ID and password.

Enter the login ID and password of the account you wish to merge with your current account:

Login ID:

Password:

Parents may access the Merge Accounts page if they have multiple parent accounts and wish to use a single login ID and password. This can only be done if they know the login information for both accounts.

NOTE: If a parent is also a staff member, do not merge accounts from the parent account. Merging a staff account from a parent account will result in the loss of staff permissions. Merge with a parent account from a staff account in order to retain permissions.

Classes

The **CLASSES** tab gives parents access to their child's grade information, attendance history, transcript (or course history), and graduation requirements.

NOTE: Importing Class information for parents and students to view is part of ParentLink's Communications Portal. If you do not currently have the Communications Portal, we encourage you to contact your Account Manager to find out how your school or district can take advantage of these features.

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES HELP

GRADES ATTENDANCE COURSE HISTORY GRADUATION REQUIREMENTS

Grades

DENNA's Grades: School: Cave Spring High

Term:

Period	Class	Teacher	Grade	Score
1	Biology 1	ZACHARY SAPPINGTON		assignments
1	US Hist	TESSIA VANDEVANDER		assignments
2	Early Childhood Development 1	JACKY STEVENS		assignments
2	Early Childhood Development 1	JACKY STEVENS		assignments
2	Early Childhood Development 1	JACKY STEVENS		assignments
2	Phys Science	TAJ SPECHT		assignments
3	Early Childhood Development 1	JACKY STEVENS		assignments
3	Parenting	JENNY DUBOSE		assignments
4	Pre-Algebra	DESMOND NOLAND		assignments

Parents may access the Grades page to view the current grade and scoring information for each of their students.

ParentLink keeps track of changes in grades and assignments for each student. When a parent or student logs into ParentLink, the **Classes** tab will be highlighted if it contains changes which have occurred since the user last logged in. Additionally, any grade or assignment information which has been changed since the last successful login will be highlighted.

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES HELP

GRADES ATTENDANCE COURSE HISTORY GRADUATION REQUIREMENTS

Attendance History

Name: DENNA BALES

Term:

There is no attendance information.

January 2009				
Mon	Tue	Wed	Thu	Fri
			01	02
05	06	07	08	09
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 2009				
Mon	Tue	Wed	Thu	Fri
02	03	04	05	06
09	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

The Attendance page displays the attendance history for each student linked to the parent account. The calendar will highlight each day that a student had an attendance violation marked.

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES HELP

GRADES ATTENDANCE COURSE HISTORY GRADUATION REQUIREMENTS

Attendance History

Name: DENNA BALES

Term: Quarter 2 (10/28/2008 - 01/16/2009) **Go**

Date	Period	Class	Teacher	Code	Description
2008-12-28				A	Absence
2008-12-21				U	Absence
2008-11-24				U	Absence
2008-11-23				U	Absence
2008-11-11				U	Absence
2008-11-10				U	Absence

Clicking on the **Go** button from the Attendance History page will navigate users to an overall listing of a student's absences as shown above.

Course History

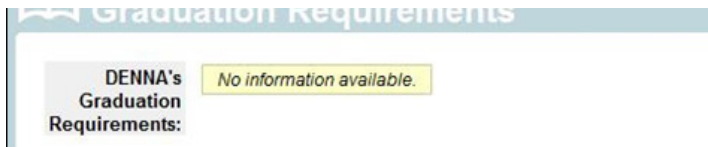
Course ID	Course Name	School	Year	Term	Teacher	Grade	Credits Earned	Grade Level
13000000	Art I		2008	Semester 1		A	0.5	10
14310000	English II		2008	Semester 1		A	0.0	10
14830000	Geometry		2008	Semester 1		B	0.5	10
16400000	Driver Education		2008	Semester 1		A	0.5	10
16460000	PE II		2008	Semester 1		C	0.5	10
16760000	Biology I		2008	Semester 1		C	0.5	10
17010000	World History		2008	Semester 1		C	0.5	10
18120000	Auto Tech II		2008	Semester 1		C	0.5	10
13490000	Guidance		2007	Semester 1		B	0.5	09
13660000	French I		2007	Semester 1		B	0.5	09
14300700	English I		2007	Semester 1		B	0.5	09
14790900	Algebra I		2007	Semester 1		B	0.5	09
15080000	Navy JR ROTC I		2007	Semester 1		B	0.5	09
15570000	Inter Orchestra		2007	Semester 1		C	0.5	09

The Course History page is a transcript of the student's courses and grades. This is typically used in high schools.

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES

GRADES ATTENDANCE COURSE HISTORY GRADUATION REQUIREMENTS

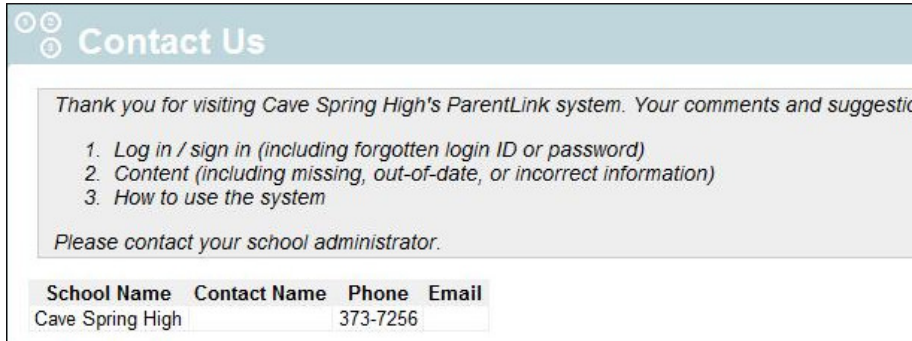
Graduation Requirements



When a school or district utilizes the Graduation Requirements feature of ParentLink, this page will display all courses still required for the student to graduate from their school.

Help

The Help section will provide users with information to contact their school in the case of ParentLink- or school-related issues.



The page users will be directed to from the **HELP** tab is the Contact Us page. This page will display all contact information for the parent's associated school.



The About Us page displays the current version of ParentLink.

NOTE: Parents and students should not call the listed ParentLink phone numbers for ParentLink-related issues. Due to both security and legal purposes, ParentLink technicians may not assist students or parents and will direct all users to contact their school or district for assistance.

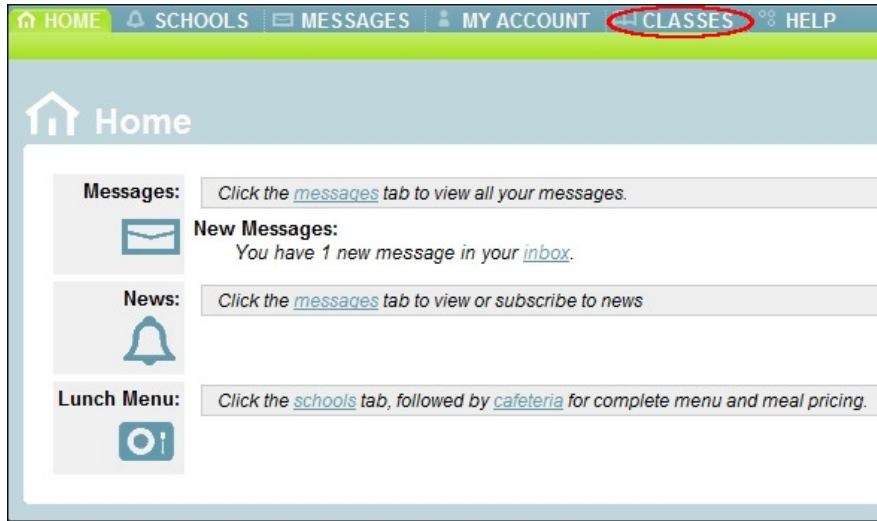
Parent Notification

Change Notification Emails for Parents

NOTE: Importing grade and assignment information for parents and students to view is a feature of ParentLink's Communications Portal. If you do not currently have the Communications Portal, we encourage you to contact your Account Manager to find out how your school or district can take advantage of these features.

ParentLink can provide email notifications to parents whenever changes are made to their student's grades or assignments. In order to activate this feature:

1. Log in to your ParentLink Parent account for the appropriate school.



2. Select the Classes tab.

Emailed updates:	<input type="checkbox"/> Send me a daily email message if my grades or assignment data is updated. Email address: <input type="text"/>
My Grades:	Not available

3. Fill in your email address and check the "Send me a daily email message if my grades or assignment data is updated" checkbox.

Emailed updates:	<input checked="" type="checkbox"/> Send me a daily email message if my grades or assignment data is updated. Email address: <input type="text" value="youremail@someplace.com"/>
My Grades:	Not available

4. Click the Save button to confirm.

SAVE

5. Verify that the "Send me a daily email message if my grades or assignment data is updated" checkbox is checked and that the email address listed is correct.

Success! Your changes have been saved.	
Emailed updates:	<input checked="" type="checkbox"/> Send me a daily email message if my grades or assignment data is updated. youremail@someplace.com
My Grades:	Not available

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