Welcome

We want to welcome you to Parent Connect! This guide will provided you with basic information on how to login, navigate Parent Connect, run reports and other useful information within your site. We hope you find Parent Connect to be a utility that allows you and your student to see and communicate with us!

Login

Follow the below instructions to login.
1. Locate your Parent Connect link.
   - This is provided to you from your school either through a letter or email.
   - In most cases you will be accessing the link from your school's web site.
2. Enter User ID and Password.
3. Click Login.

Change Password

If you would like to change your password at anytime please follow the below instructions.
1. Locate your Parent Connect Link.
2. On the login screen enter in your current User ID and Password.
3. Click on Forgot or Change Password?
4. Enter a New Password.
5. Type the same in Confirm Password.
   - At this time, you will also have an option to set up security questions in the event that you forget your password in the future.
6. Click Submit.

Parent Connect

Specialized Data Systems, Inc.

Navigate

Once you have logged into Parent Connect take a look at the layout of the website.

› On the **left** you will see several buttons you can click on to view different information about your student. For example click on the **"Schedule"** tab and you can view Jay's Schedule.

› **Your school** controls which areas are available to parents and students. Your actual Parent Connect may not have all options listed below.

› Also notice at the top of the page you can see the school information in the **light blue box.**
  ¬ If the superintendent's name is underlined, it is a "hot link" to his email address.
  ¬ If the principal's name is underlined, it is a "hot link" to her email address.
  ¬ The words "Attendance" and "Discipline" are also hot links to email addresses if the school has completed this information.
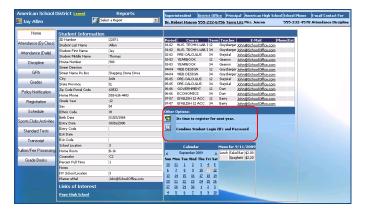
American School District	Logout		Reports		Superintendent	District Office	Principal	American High School	School Phone	E-mail Contact For
👥 Jay Allen			Select a Report ▼		Dr. Robert Hanson	555-232-6756	Terry Litz	Mrs. Jenson	555-232-4578	Attendance Discipline

	Student Information			Period	Course	Term	Teacher	E-Mail	Phone	Ext
Home	ID Number	22071		01-02	BUS. TECHN. LAB I	12	Guysberger	John@SchoolOffice.com		
Attendance (By Class)	Student Last Name	Allen		01-02	BUS. TECHN. LAB I	34	Guysberger	John@SchoolOffice.com		
Attendance (Daily)	Student First Name	Jay		02-02	PRE-CALCULUS	34	Stejskal	John@SchoolOffice.com		
	Student Middle Name	Thomas		03-03	YEARBOOK	12	Geanon	John@SchoolOffice.com		
Discipline	House Number	900		03-03	YEARBOOK	34	Geanon	John@SchoolOffice.com		
GPA	Street Direction			04-04	WEB DESIGN	12	Guysberger	John@SchoolOffice.com		
	Street Name Po Box	Stepping Stone Drive		04-04	WEB DESIGN	34	Guysberger	John@SchoolOffice.com		
Grades	City	Lisle		05-05	PRE-CALCULUS	12	Stejskal	John@SchoolOffice.com		
Policy Notification	State Province	IL		05-05	PRE-CALCULUS	34	Stejskal	John@SchoolOffice.com		
	Zip Code Postal Code	60532		06-06	GOVERNMENT	12	Dart	John@SchoolOffice.com		
Registration	Home Phone	555-636-4493		06-06	ECONOMICS	34	Dart	John@SchoolOffice.com		
Schedule	Grade Year	12		07-07	ENGLISH 12 ACC	12	Barry	John@SchoolOffice.com		
	Sex	M		07-07	ENGLISH 12 ACC	34	Barry	John@SchoolOffice.com		
Sports,Clubs,Activities	Ethnic Code	W		**Other Options:**						
Standard Tests	Birth Date	01/15/1984		🗓	Its time to register for next year.					
	Entry Date	08/16/2000								
Transcript	Entry Code			🔑	Combine Student Login ID's and Password					
Tuition/Fee Processing	Exit Date									
	Exit Code									
Grade Books	School Location	3								
	Home Room	B-16		**Calendar**			**Menu for 9/11/2009**			
	Counselor	C2		≤ September 2009 ≥			Lunch	Salad Bar	$2.00	
	Percent Full Time	1		Sun Mon Tue Wed Thu Fri Sat				Spaghetti	$2.20	
	Notes			30 31 1 2 3 4 5						
	NY School Location	3		6 7 8 9 10 11 12						
	Master eMail	John@SchoolOffice.com		13 14 15 16 17 18 19						
	Links of Interest			20 21 22 23 24 25 26						
	Pope High School			27 28 29 30 1 2 3						
				4 5 6 7 8 9 10						

Other Options

1. ⬚ **"It's time to register for Next Year":** This icon brings you (parent/student) to an area where you can pick courses for the next school year.

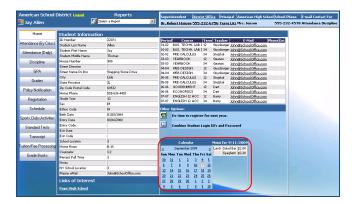   **Note:** Schools that are not currently utilizing this feature may not display this option.

2. ⬚ **"Combine Student Login Id's and Password":** If you have multiple students in the Parent Connect system you can use this option to combine the accounts. This gives you (the parent) the ability to use only one login name and password and have access to all student accounts on the same screen.
    - › You will need to enter in the other students' user ID and password, and then click on Combine.
    - › Repeat for all students that you want to combine. The next time you login, you will see all combined students listed in the top right corner. Click on the desired student to view their information.

3. ⬚ **"Request changes to your demographic information":** This icon opens a new window to an area where you can update limited demographics information for your child.

    - › Fields will be limited by the school.

    - › Suggested data changes will not take affect until approved by the school.

Calendar

Your school may use the calendar to inform students and parents of daily meal selections.
Click on the date and information, if entered by the office, information will display to the right of the calendar.
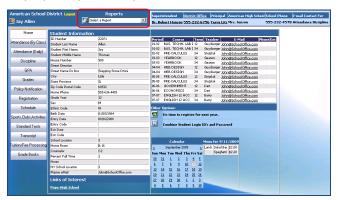

Reports

Your school may opt to allow reports such as the Student's Schedule to be printed from the Parent Connect site. Available reports can be found in the "Reports" drop down box located at the top left of the Parent Connect site.

1. Select report from the "Reports" drop down box located at the top left of Parent Connect.
2. Click 🖨, located to the left of the drop down box.
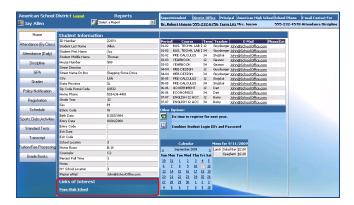   - A preview screen will display. Click on 🖨 to print.
   - It is recommended that you include your school's Parent Connect site as a trusted site in your browser. In some instances, you may need to turn off pop up blockers in order to display and print a report.

Links of Interest

If your school has entered a link to another site for your knowledge, it will be listed in this area.
Click on the link and it will open in a new window.

Contact Information

Contact information, including school phone number, can be found at the top of the Parent Connect screen.