

# InformationNOW – Parent Portal

## Login

To obtain a parent/guardian login to *InformationNOW*, please contact the school. Users must receive a user name and password, as well as the Web site URL, to access the program.

- To log in, open a Web browser window.
- Go to the Web site URL as given by the school to access *informationNOW*.
- Enter the *User Name* and *Password*.
- Click **Login**.
  - The first time a user logs in, it may be necessary to reset the password for security purposes.
  - If necessary, enter the old password. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

Note: If the user has forgotten the password and has an e-mail address on file with the school, click the **Forgot your password?** link. Enter the user name and the last four digits of the Social Security Number on file. The password will be e-mailed to the user's account. If further assistance is needed, please contact the school.

## Home Page

The *home page* will initially display, listing all announcements for the school and/or district. Some announcements may include a hyperlink to more details.

The screenshot shows the InformationNOW Home Page for user eadamst. The page includes a navigation menu on the left with categories like Home, Student Information, Reports, and System Preferences. The main content area displays announcements for the period 7/12/2010 - 7/16/2010, including 'Boys Football Tryouts' and 'Girls Volleyball Tryouts'. Annotations with blue arrows point to the 'Verify Login' button, the 'Click To Logout' button, the 'View Announcements' link, and the 'Click the link for more details' link.

The user may also use the **Logout** option in the upper right hand corner to exit *InformationNOW*. It is recommended that users exit *InformationNOW* when finished to protect confidential information.

## Selecting a Different Child

If the user has more than one child enrolled in a school in the district, click the drop-down list in the upper right hand corner to select a different student.

The screenshot shows the 'Student' dropdown menu in the upper right corner of the InformationNOW interface. The menu is open, displaying a list of students: Adams, Amy Louise; Adams, Michael James; and Affleck, Brent. A blue arrow points to the dropdown arrow with the text 'Click to select a different child'.

## Selecting a Different Academic Session

Each year a student is enrolled in a school in the district, he or she is enrolled in a different academic session (school year). Click the drop-list to select a different year and view grades, discipline, etc. for that year.

The screenshot shows the 'School/Academic Session' dropdown menu in the upper right corner of the InformationNOW interface. The menu is open, displaying a list of academic sessions: Hometown High School | 2010-2011 DOV; Hometown High School | 0708 Regular; Hometown High School | 2009-2010; and Hometown High School | 2010-2011 DOW. A blue arrow points to the dropdown arrow with the text 'Click to choose a different year'.