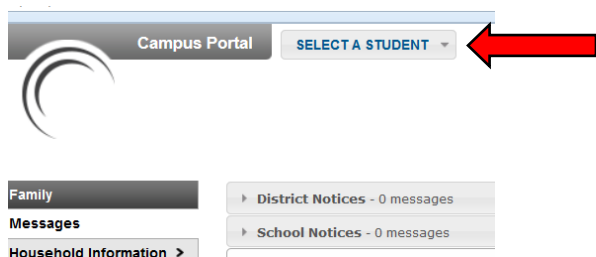


Parent Portal Overview

There are 3 main sections of the Parent Portal: the Student section (which will be automatically displayed if you have only one student in the district), the Family section, and the User Account section. These sections can be viewed by clicking on the menus on the left hand side of the screen.

When you first log into the parent portal, the Messages screen is displayed (which can also be accessed under the Family section of the menu on the left of the screen).

If you have more than one student in the district, you will need click on the Select Student button at the top left of the screen (shown below) and select the student you wish to view. When a student is selected in the **Select a Student** option, the Student Menu/Section will be displayed on the left hand side of the screen above the Family menu/section.



IMPORTANT: Please note that periodically, some of the menu options listed below may be unavailable for a period of time while information is being entered in the system.

Student menu options (NOTE: not all menu options are available for all grade levels)

Calendar – This menu option under the student will show all calendar events for the specific student you are viewing. Clicking on an Attendance Event Icon will bring you to the student's selected attendance event. Mousing over an assignment icon will show you the assignment description. Click on an assignment icon to see the assignment details.

Schedule – This menu option will display your student's schedule for the current year.

Attendance – This menu option will show you information on your student's attendance for the current year.

Grades – This menu option will allow you to view your student's grades for the current year.

Health – This menu option will show you information about your student's health immunizations.

Assessment – This menu option will show grades for your student's New York State grade 3-8 tests, along with grades for any regents they have taken.

Reports – This menu option allows you to view reports such as Student Schedules and Progress Reports (for secondary students only) and Report Cards (for all students). These reports generate in PDF format using Adobe Acrobat Reader in a separate browser window.

Family Menu Options

Messages – This menu option is where you can view notices that have been posted by the district and/or your student's school(s). Click the arrow next to the type of message you would like to view (i.e. District Notices, School Notices, Inbox) to display those messages. Any message that has not been read yet will be marked as "New".

Household Information – This menu option displays the information for the household where you currently reside. Please note: if you reside out of the household from your students, you will not see their household information, only your own.

Family Members – This menu option displays the demographic information of all members in the household where you live, such as address, email, phone and relationships to other members within the household as well as enrollment information. Please note: If you do not reside in the household with your student(s), you will not see their information on your Family Members screen.

User Account Menu Options

Account Management – This menu option is where you can change your password, set or change your recovery email address, and set or change your security preferences. For any of these changes, you will need to reenter your current password at the bottom of the screen and click the Save Changes button.

Contact Preferences – This is where you can enter your email addresses, and which types of messages you would like to receive from the system for each email address. Please note that the primary email address you enter is also the email address where you will receive email messages that correspond to the voice messages sent out from the district.

Access Log – This menu option allows you to view each login attempt to your parent portal account, including the IP address from which the login was attempted, the time it was accessed and if it was a successful login

Links to Schools

At the bottom of the left hand menu, you will see links to the web pages for any schools in which you have students enrolled (shown below). External links to the East Islip District or individual school websites will open in a separate internet browser window.

