

Navigating Dallas ISD Source Systems

Chancery

What is Chancery?

Chancery SMS

*Chancery is Dallas ISD's Student Information System. Staff can access individual student and class information, but they can also generate up-to-date campus reports. Access to student data and report generation capabilities are determined by assigned roles.

What information is found on Chancery?

Chancery SMS

Depending on your role, you may also access Chancery for:

- Master Schedules
- Student Schedules
- Student demographic and historical information
- Generating specialized reports.

Chancery SMS

Chancery Website

<http://chancerysms.dallasisd.org/ChancerySMS/User/Login.aspx?ReturnUrl=%2fChancerySMS%2fDefault.aspx>

The screenshot shows the Dallas Independent School District website. The top navigation bar includes links for Dallas ISD Home, School Sites, Calendar, En español, and a search bar. The main header features the Dallas Independent School District logo and name, along with the address 3700 Elm Street, Dallas, TX 75218-3700 and phone number (972) 925-3700. Below the header is a main menu with links for Students, Parents, Staff, Community, About, Board of Trustees, Departments, News, and Careers. The 'Staff' link is circled in red. On the left side, there is a 'Contents' menu with a dropdown arrow, and a 'Staff' menu with a dropdown arrow. The 'Staff' menu is also circled in red. The main content area shows the 'Technology' page, which lists various resources: Curriculum Central, Dashboards, District Email, ENCORE, EXCEED, GradeSpeed.Net, MyDallasISD (Inet), MyData Portal, and Chancery Student Information System. The 'Chancery Student Information System' link is circled in red.

Chancery may be accessed through a link on the Staff Technology page seen below. Select “Staff” from the main menu on the District website. Select Technology from the Menu on the left of the page.

Dallas Independent School District
Information and Technology Services
Student Information System/Chancery Account Request/GradeSpeed

IMPORTANT: PLEASE PRINT
Request Access to Student System/Chancery/Chancery Account, for the following:
 • Print as requested information (ONLY) in the REQUESTER INFORMATION area and enter your signature in the space provided. (Signature is not required for Chancery, but required for GradeSpeed).
 • Enter the Signature of Principal or Director in the APPROVAL area.
 • You will email the information to the Technology Services Center at ITS-020-0700 or ITS-020-0701 (Monday-Friday).

REQUESTER'S INFORMATION:
 REQUESTER DATE: _____ EMPLOYED ON: _____
 CHANCERY LOGINNAME: _____ DISD EMAIL ADDRESS: _____
 IF CONSULTANT, ENTER NAME: _____ CONTRACT END DATE: _____
 (Completed and sent to your personal account or ask new user and new password)
 REQUESTER'S FULL NAME: _____ NAME AS IT APPEARS ON YOUR PAY CHECK: _____
 TELEPHONE: _____ PHONE: _____
 LOCATION/DEPT/STREET NAME: _____
 CHANCERY/STREET NAME: _____
 ADDRESS: _____ (ONLY NO. ADDRESS IS REQ.)
 SUPERVISOR'S NAME: _____

ACCOUNT REQUESTED:
 Chancery (SMS): ☐ NEW ACCOUNT ☐ MODIFY ACCOUNT ☐ RESET PASSWORD
 Data Student System: ☐ NEW ACCOUNT ☐ MODIFY ACCOUNT ☐ RESET PASSWORD
 GradeSpeed: ☐ NEW ACCOUNT ☐ MODIFY ACCOUNT

Please provide justification (job function, specific data needs, desired menu options, etc.): _____

By signing this form, I certify I have read and agree to abide by the DISD policy on self-help in the classroom. I understand and agree to maintain the use of the requested system in the DISD Policy Manual and the self-help manual provided for my use with Student System/Chancery/GradeSpeed. In addition, I agree to keep the self-help manual provided and give it to any other individual at any time for any purpose.

REQUESTER'S SIGNATURE: _____ DATE: _____
APPROVAL: REQUESTER'S SIGNATURE/PRINCIPAL/DIRECTOR AND STAFF MEMBER: _____ DATE: _____
 DIRECTOR OF CAMPUS AND ADMINISTRATIVE SUPPORT OR DESIGNATE: _____ DATE: _____

NAME: _____ FOR ADMINISTRATION USE ONLY
 USERNAME: _____ PASSWORD: _____

Account Request:

http://inet.dallasisd.org/forms/technology_docs/AccountRequest-StuSys.pdf

Obtain an account by filling out an account request form. You may obtain the form by using the above link.

Login:

<https://inet.dallasisd.org/depts/it/si/index.cfm>

You may login to the Chancery System and obtain support by using the above link.

Dallas Independent School District

Chancery SMS Support

About Technology Services | Services and Solutions | Software and Hardware | Policy and Procedures

Campus and Admin Support
 Desktop Services
 SDMS
 MIS
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 Chancery SMS Software Releases
 Change Chancery SMS Password
 Chancery
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 GradeSpeed.net
 Manuals
 Quick Reference Guides
 Request Access Form
 Tip of the Day Archive
 Training Schedules
 Video Tutorials
 Network Services
 PEIMS
 Technical Resources

TIP OF THE DAY

When registering or enrolling a new or existing student into DISD, you must perform a proper district search. A district search allows you to make sure DISD has or has not served the student in any way. A couple of points to remember when searching: use as few letters of the name as possible, and searches are not case-sensitive.

A QRG (Quick Reference Guide) detailing the procedures for a district search is available on the internet for download at the following link:
http://inet/depts/IT/si/qrgs/qrg_district_search_student.pdf

You may view previous tips in the Tip of the Day Archive.

Welcome to Chancery SMS Support

General questions about the Chancery SMS
 If you are a Chancery SMS user and have general questions, contact your learning community data coordinator. If your learning community data coordinator is unavailable, e-mail the SMS Help Desk at ChanceryHelp@dallasisd.org and copy your learning community data coordinator. If you need additional help, contact the Chancery help hotline number at (872) 325-4590.

Training

Register in Oracle by logging in and selecting the training tab from the main menu.

ORACLE Learning Management

Search Course ☐ Exact Phrase [Advanced Search](#)

***2011-2012 TRAINING THAT IS OPTIONAL/CONTRACT TIME/NON-MANDATORY**

Subcategories

- [All Teachers](#)
- [CPR/AED/First Aid Training \(Optional\)](#)
- [Chancery SMS, GradeSpeed, Oracle and Other Computer Training](#)
- [Instructional Technology \(Optional\) 2011-2012](#)
- [Mentor Training](#)

No Learning Found
This category contains no learning.

[Return to Home](#)

Chancery SMS

❑ Website

- ❑ <https://inet.dallasisd.org/depts/it/si/index.cfm>

❑ Assistance

- ❑ Contact Chancery help hotline number at (972) 925-4590
- ❑ Email: ChanceryHelp@dallasisd.org