



## Welcome

We want to welcome you to Parent Connect! This guide will provide 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 setup security questions in the event that you forget your password in the future.
6. Click Submit.



## 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 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**.

American School District [Logout](#) Reports

Jay Allen

Superintendent: [Dr. Robert Hanson](#) 555-232-6756 District Office: [Terry Litz](#) Mrs. Jensen Principal: [Mrs. Jensen](#) American High School School Phone: 555-232-4578 E-mail Contact For: [Attendance Discipline](#)

Home	<b>Student Information</b>	<b>Period</b>	<b>Course</b>	<b>Term</b>	<b>Teacher</b>	<b>E-Mail</b>	<b>Phone</b>	<b>Ext</b>
Attendance (By Class)	ID Number: 22071	01-02	BUS. TECHN. LAB I	12	Guysberger	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Attendance (Daily)	Student Last Name: Allen	01-02	BUS. TECHN. LAB I	34	Guysberger	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Discipline	Student First Name: Jay	02-02	PRE-CALCULUS	34	Stejskal	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
GPA	Student Middle Name: Thomas	03-03	YEARBOOK	12	Geanon	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Grades	House Number: 900	03-03	YEARBOOK	34	Geanon	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Policy Notification	Street Direction:	04-04	WEB DESIGN	12	Guysberger	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Registration	Street Name Po Box: Stepping Stone Drive	04-04	WEB DESIGN	34	Guysberger	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Schedule	City: Lisle	05-05	PRE-CALCULUS	12	Stejskal	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Sports, Clubs, Activities	State Province: IL	05-05	PRE-CALCULUS	34	Stejskal	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Standard Tests	Zip Code Postal Code: 60532	06-06	GOVERNMENT	12	Dart	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Transcript	Home Phone: 555-636-4493	06-06	ECONOMICS	34	Dart	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Tuition/Fee Processing	Grade Year: 12	07-07	ENGLISH 12 ACC	12	Barry	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
Grade Books	Sex: M	07-07	ENGLISH 12 ACC	34	Barry	<a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>		
	Ethnic Code: W							
	Birth Date: 01/15/1984							
	Entry Date: 08/16/2000							
	Entry Code:							
	Exit Date:							
	Exit Code:							
	School Location: 3							
	Home Room: B-16							
	Counselor: C2							
	Percent Full Time: 1							
	Notes:							
	NY School Location: 3							
	Master eMail: <a href="mailto:John@SchoolOffice.com">John@SchoolOffice.com</a>							
	<b>Links of Interest</b>							
	<a href="#">Pope High School</a>							

**Other Options:**

Its time to register for next year.

Combine Student Login ID's and Password

**Calendar**      **Menu for 9/11/2009**

September 2009      Lunch Salad Bar \$2.00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Spaghetti \$2.20



## Other Options

- “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.
- “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.

The screenshot shows the 'Student Information' and 'Courses' sections. The 'Courses' table lists various classes with columns for Period, Course, Term, Teacher, E-Mail, and Phone Ext. Two options are highlighted in red boxes:

- It's time to register for next year.** (with a calendar icon)
- Combine Student Login ID's and Password** (with a key icon)

Below these options is a 'Calendar' section for 'Menu for 9/11/2009' showing a weekly meal schedule for September 2009.

## 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.

This screenshot is similar to the one above but highlights the 'Calendar' section. The 'Menu for 9/11/2009' table shows the following meal schedule:



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

The 'Lunch Salad Bar (\$2.00)' and 'Spaghetti (\$2.20)' options are visible for the 11th and 12th of the month.



## 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.

The screenshot shows the 'Reports' dropdown menu open, with 'Select a Report' highlighted. Below the menu is a table of reports with columns: Report, Course, Term, Teacher, Email, and Phone Ext. The table lists various reports like BUS TECH LAB 1, PRE-CALCULUS, and WEB DESIGN. To the right of the menu is a calendar for September 2009, with a 'Lunch Sold Bar \$2.00' and 'Spaghetti \$2.20'.

## 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.

The screenshot shows the 'Links of Interest' section at the bottom of the page. A red box highlights the 'Dare High School' link. The page also shows the same 'Reports' dropdown menu and calendar as in the previous screenshot.



Dynamic Software for Your School

# Parent Connect

Specialized Data Systems, Inc.

## Contact Information

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

**American School District** | **Reports** | **Superintendent** | **District Office** | **Principal** | **American High School** | **School Phone** | **Email Contact For**  
 Jay Allen | **Dr. Robert Henson** 555-232-5725 | **Terza Lita** 999-2600 | **555-232-4578** | **Attendance** | **Discipline**

**Student Information**

Parent	Course	Term	Teacher	Room	Phone Ext
01-01	BIOL TECH LAB 1	12	GuyBerger	2209	2209
01-02	BIOL TECH LAB 1	14	GuyBerger	2209	2209
02-02	FRE-CALCULUS	14	Seskiul	2209	2209
03-03	YEARBOOK	12	Gawron	2209	2209
03-03	YEARBOOK	14	Gawron	2209	2209
04-04	WEB DESIGN	12	GuyBerger	2209	2209
04-04	WEB DESIGN	14	GuyBerger	2209	2209
06-06	FRE-CALCULUS	12	Seskiul	2209	2209
06-06	FRE-CALCULUS	14	Seskiul	2209	2209
06-06	GOVERNMENT	12	Dart	2209	2209
06-06	ECONOMICS	14	Dart	2209	2209
07-07	ENGLISH 12 ACC	12	Berry	2209	2209
07-07	ENGLISH 12 ACC	14	Berry	2209	2209

**Calendar** | **Menu For 9/11/2009**  
 September 2009 | Lunch \$2.00 | Speeches \$2.00

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10