CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

System Administration

SIS - Parent Portal
Learning Guide

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INTRODUCTION

This Learning Guide provides parents/guardians with a step-by-step guide outlining the registration process and how to navigate the portal. The CSIU Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The Parent Portal allows for instant online access to current and relevant information that will enhance your involvement with your student's academic career.

ACCOUNT REGISTRATION

There are two approaches districts can take to create Parent Portal accounts for parents and guardians.

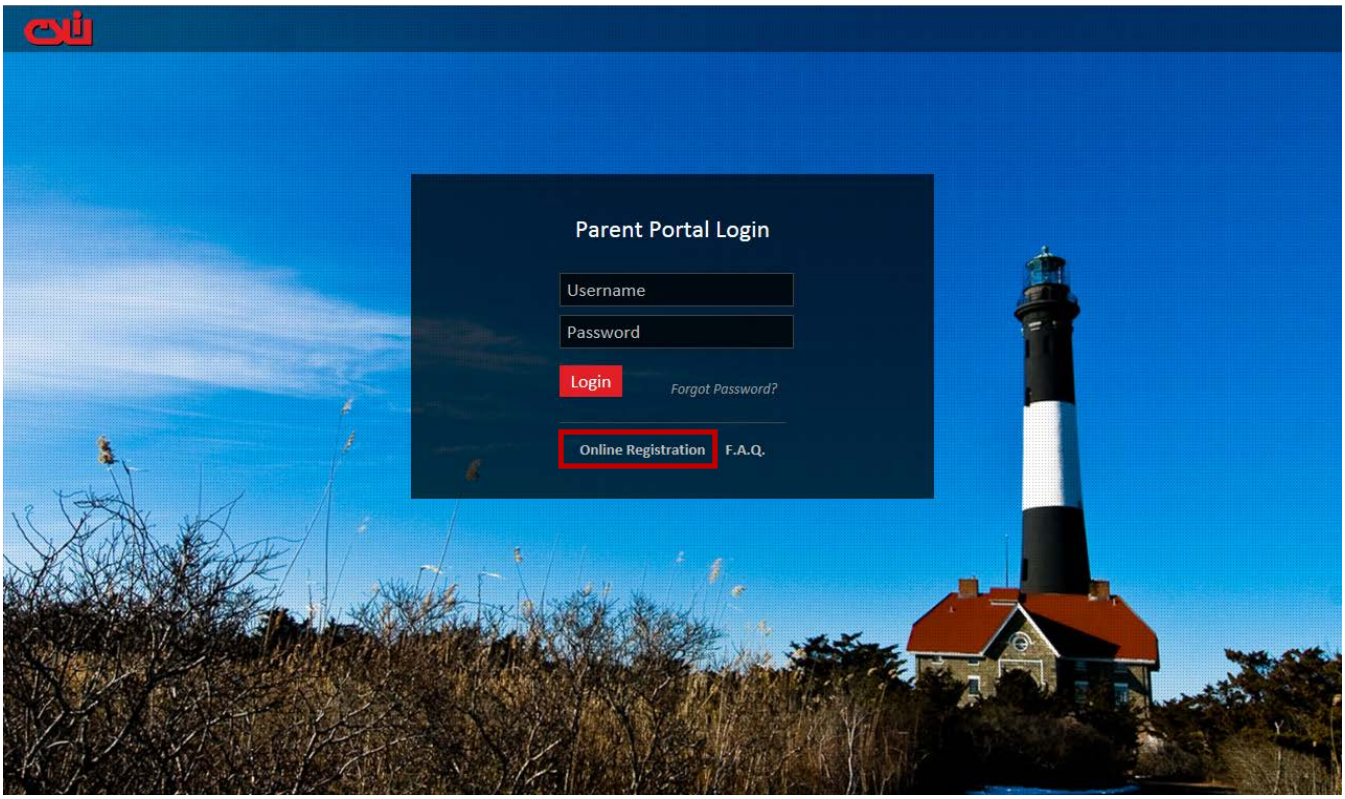
The first approach is to allow parents to register for their own Portal account. Each account request must be approved by a portal administrator.

The second approach allows the district to automatically generate portal accounts for parents/guardians. System generated account creation requires that account information be mailed home to parents/guardians.

Parents Request Portal Accounts

Step 1: Parents will need to go to https://web4.schoolport.org/plexus/parentportal/

Parents will view this screen as their log on screen. If they already have accounts, parents will enter their **Username** and **Password** to access information regarding their child.



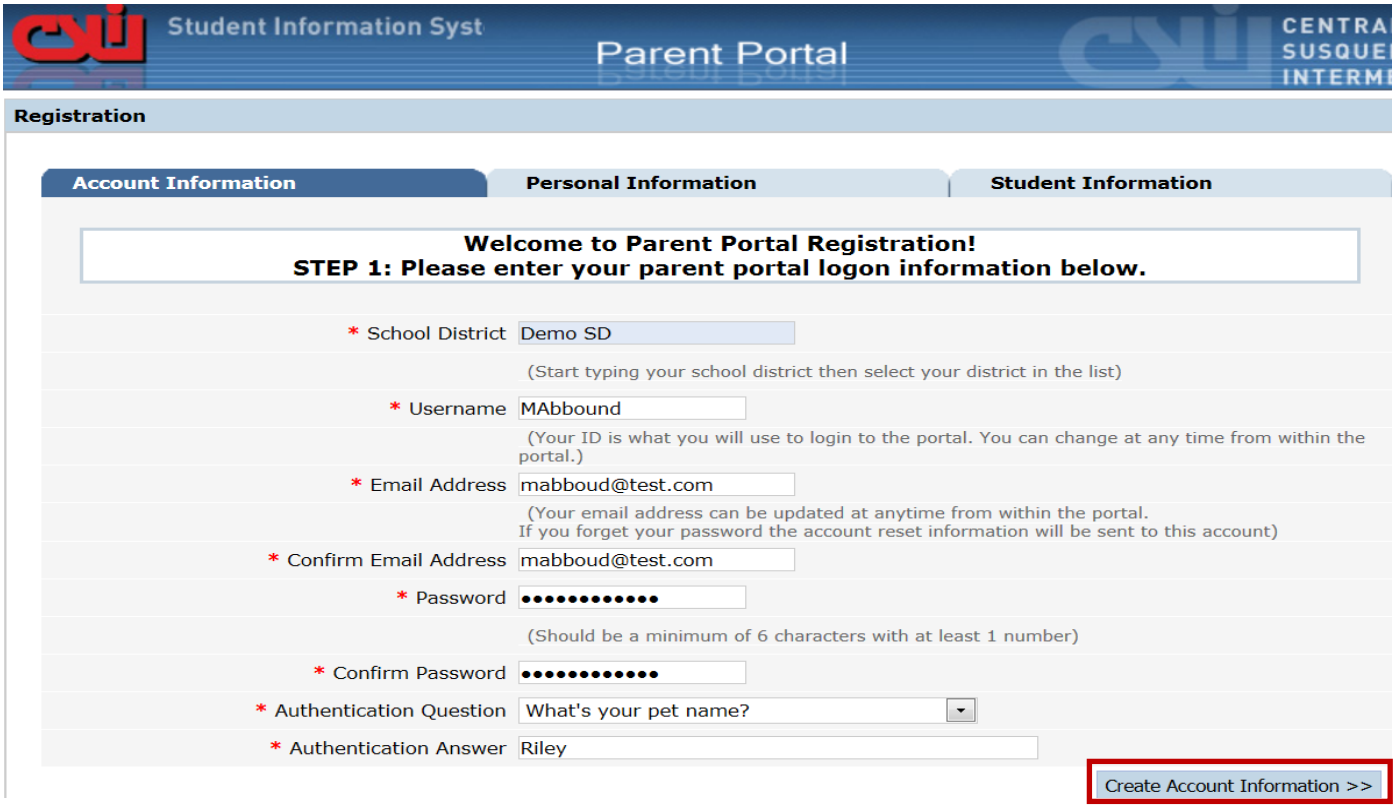
Step 2: Request a new account

To establish a new parental/guardian portal account, click **Online Registration.** Enter the required information on the Account Information screen, and click the **Create Account Information** button at the bottom of the screen. Once the parent has completed the registration screens, a request for approval will be sent to the portal administrator.

NOTE: The parent/guardian must be registered on the student's guardian list. The parent/guardian must also have the **Correspondence** checkbox on the **REGISTRATION > GUARDIAN** record checked for this student. Parents must know the student's ID number, Full Name, Grade Level and School in order to complete the registration process.

Step 3: Enter Account Information

Next, complete the Account Information tab.



***School District**: Required. When parents/guardians start typing in the **School District** field, a dropdown list will automatically populate with existing CSIU School District names. Parents can select the name from the dropdown list or continue typing in the complete School District name as it appears in the dropdown list. If your district does not display, notify CSIU.

***Username**: Required. A **Username** must be a unique within all CSIU districts. The same Parent Portal is used by multiple CSIU school districts. Up to 50 characters.

***Email Address**: Required. An email address is a unique way to identify a parent/guardian. Email address may be up to 50 characters long. **NOTE**: An email account can only be attached to one Parent Portal account. If a husband and wife each want their own Parent Portal accounts, then they must use two separate email addresses.

***Confirm Email Address**: Required. Parent/Guardian must enter the email address again to verify the email address.

***Password**: Required. Enter a password. Password must be a minimum 6-character value with at least one number.

***Confirm Password**: Required. Parent/Guardian must enter the password again to verify the password is entered correctly entered by confirming the Password.

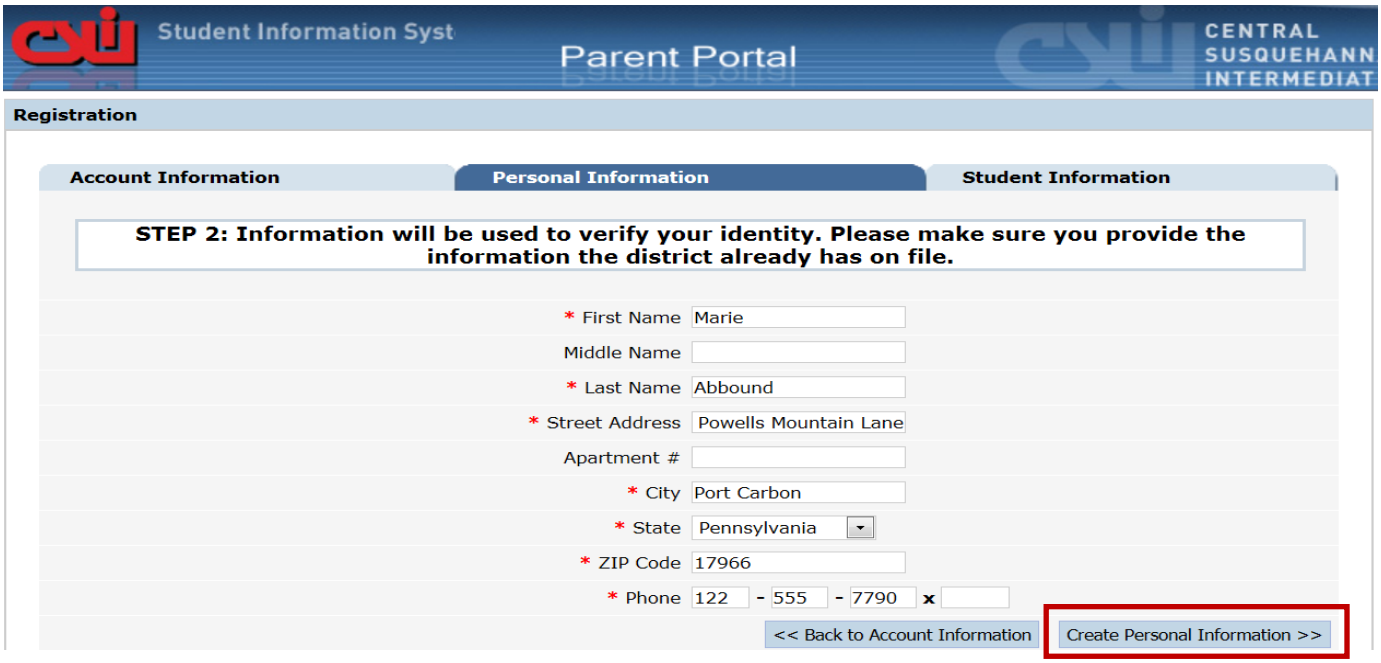
***Authentication Question**: Required. Select a question from the drop-down list. An authentication question can be used by the system to verify a parent when they have forgotten both their Username and Email Address.

***Authentication Answer**: Required. The authentication answer is used by the system to verify a parent when they have forgotten both their Username and Email Address.

Click the **Create Account Information** button to continue to the Personal Information tab.

Step 4: Enter Personal Information

The Personal Information is used to validate the Guardian's information. During the administrator approval process if a field does not match the field on the school records during the link account process, the field will be highlighted in red. An administrator can still link the account even when the fields do not exactly match. Enter the required information on the Personal Information Screen.



First name: Required. The system will match the entered first name with the Guardian record of the student during the approval process.

Middle Name: Optional.

***Last Name**: Required. The system will match the entered last name with the Guardian record of the student during the approval process.

***Street Address**: Required. The system will match the entered street address with the Guardian record of the student during the approval process.

Apartment #: Optional.

***City**: Required. The system will match the entered city with the Guardian record of the student during the approval process.

***State**: Required. The system will match the selected state with the Guardian record of the student during the approval process.

***Zip Code**: Required. The system will match the entered zip code with the Guardian record of the student during the approval process.

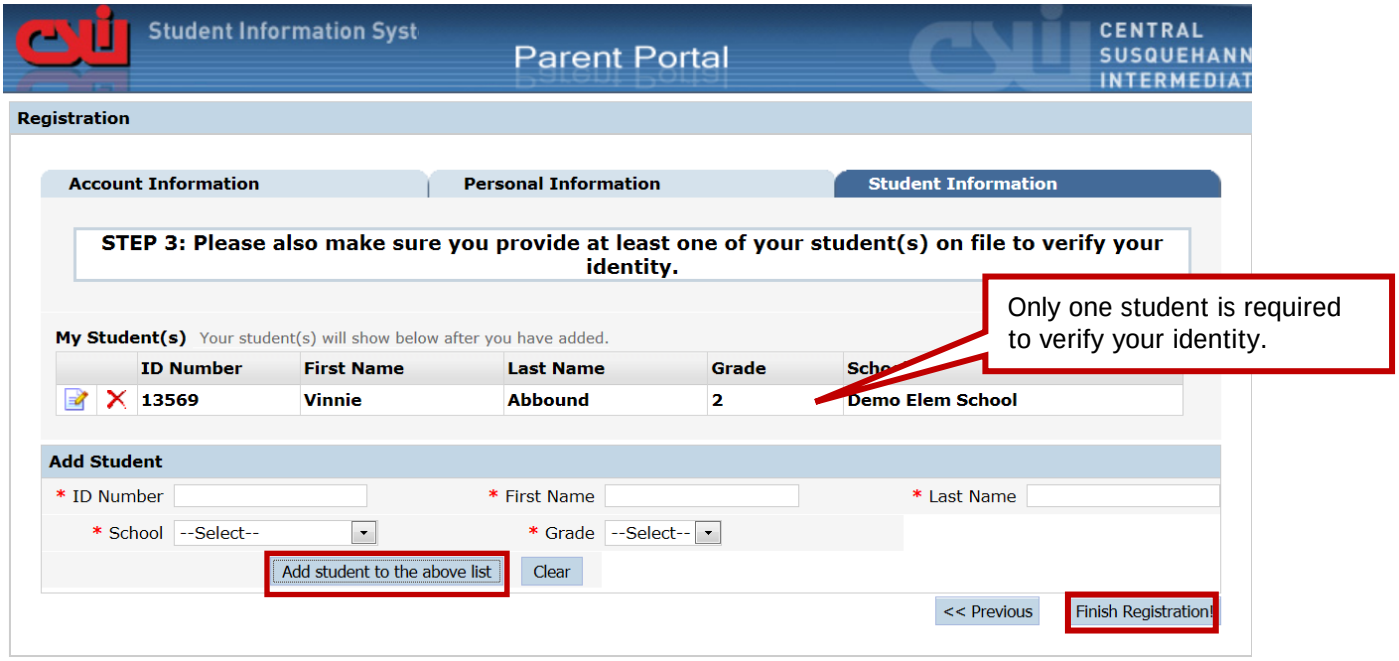
***Phone**: required. The system will match the entered telephone number with the Guardian record of the student during the approval process.

Click the **Create Personal Information >>** button to save the Personal information and display the Student Information tab.

NOTE: All of these fields will help the Portal administrator decide if this is the correct guardian. If information is not an exact match, the guardian can still be linked up with their student(s).

Step 5: Enter Student Information

The Student Information tab is used to attach a guardian to a student. Once a parent/guardian has been successfully attached to a student, the parent/guardian will have access to all students to which the guardian has correspondent rights. Click the **Add Student to the above list** button after entering student information.



***ID Number**: Required. The system will match the entered student's ID Number to display Guardians with correspondence rights to the student during the approval process.

***First Name**: Required. The system will match the specified first name with the Student record during the approval process.

***Last Name**: Required. The system will match the specified last name with the Student record during the approval process.

***School**: Required. The system will verify the student is enrolled in the selected school before saving the record.

***Grade**: Required. The system will verify the student is enrolled in the selected grade level before saving the record.

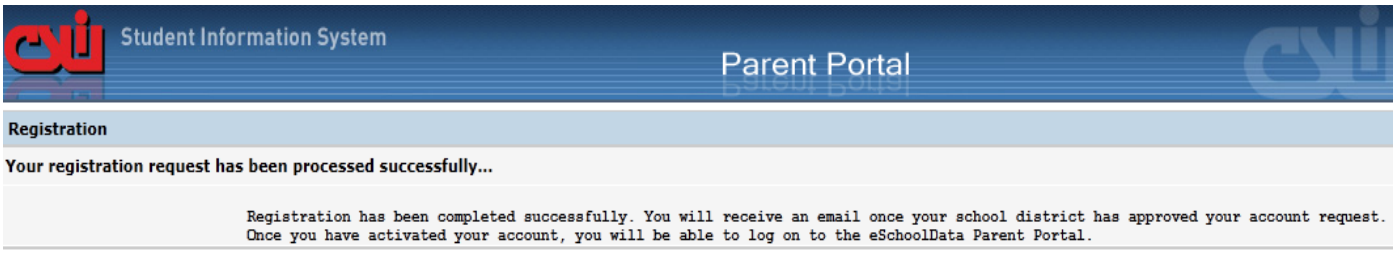
Click the **Add Student to the above list** button after entering student information.

Click the **Finish Registration** button to forward the registration request to the system administrator as a pending request. In addition, an email will be sent to the parent/guardian acknowledging that the account request has been sent to the district.

NOTE: A guardian will only need to enter one student to have access to all students the guardian has correspondence rights to.

Step 6: Process Successful message

After the guardian clicks the **Finish Registration** button, the system displays the following message:



System Administrator Creates Parent Portal Accounts

Districts may choose to have the system automatically generate Portal accounts for guardians, instead of requiring parents/guardians to individually submit account requests.

If the district has chosen to automatically generate Parent Portal accounts, system generated **Username** and **Password** information will be distributed to parents/guardians. Parents/guardians will not be required to manually create accounts. Use the district-provided **Username** and **Password** to login for the first time. Upon first login, parents/guardians will be prompted to verify their account information and change their **Username** and **Password**.

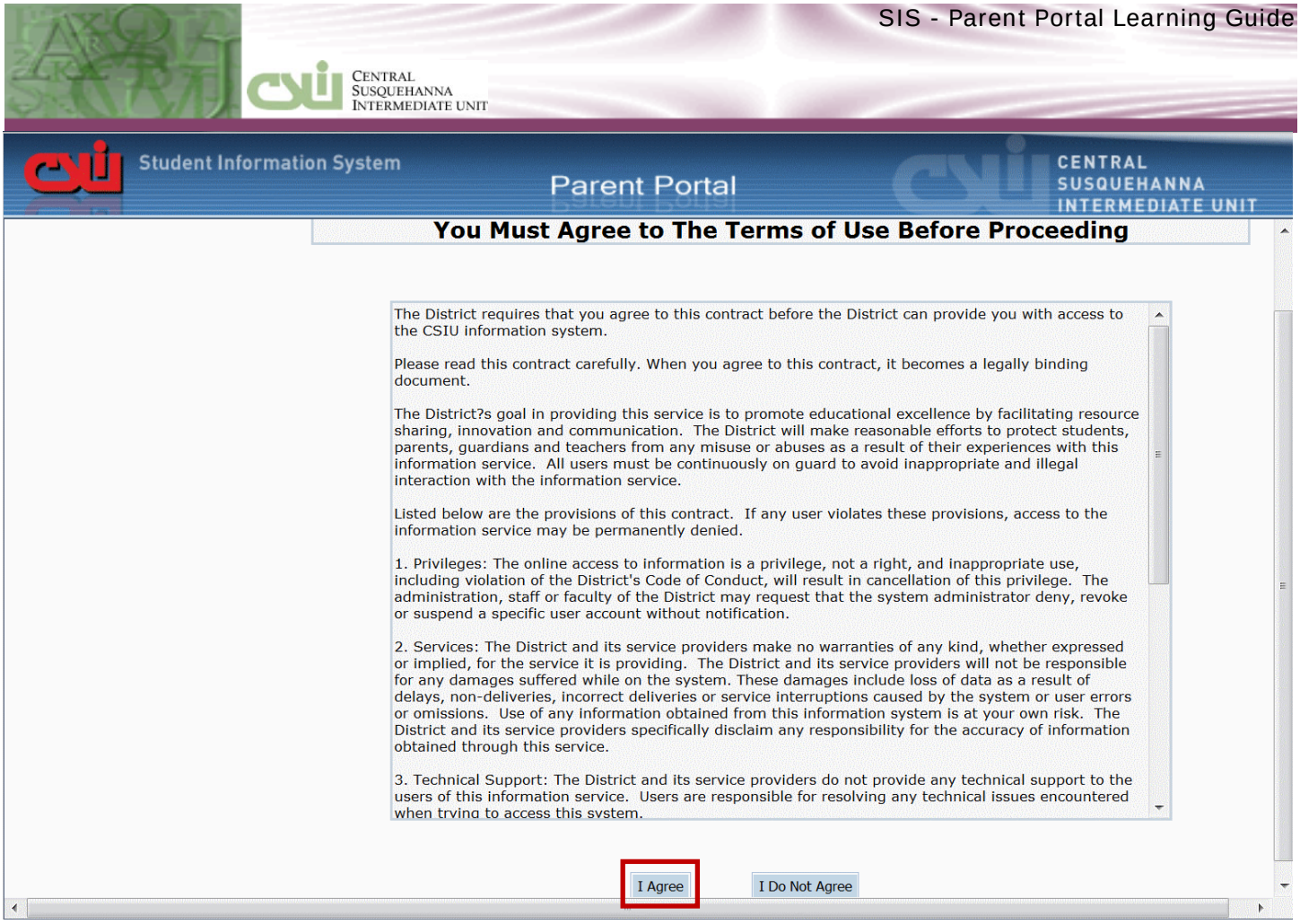
LOGGING IN

If parents register for a Portal account individually, once the district has approved the account request, the parent/guardian will receive an email, which will provide a link to activate the account. Click the link to log in using the **Username** and **Password** that was created at the time of registration. Click the Login button.

If the district has chosen to automatically generate Parent Portal accounts, system generated **Username** and **Password** information will be distributed to parents/guardians. Go to the CSIU Parent Portal Home page, enter the provided **Username** and **Password**, and Click the Login button.

NOTE: The Parent Portal is best viewed using Internet Explorer7 or Internet Explorer 8 or 9 in compatibility mode.

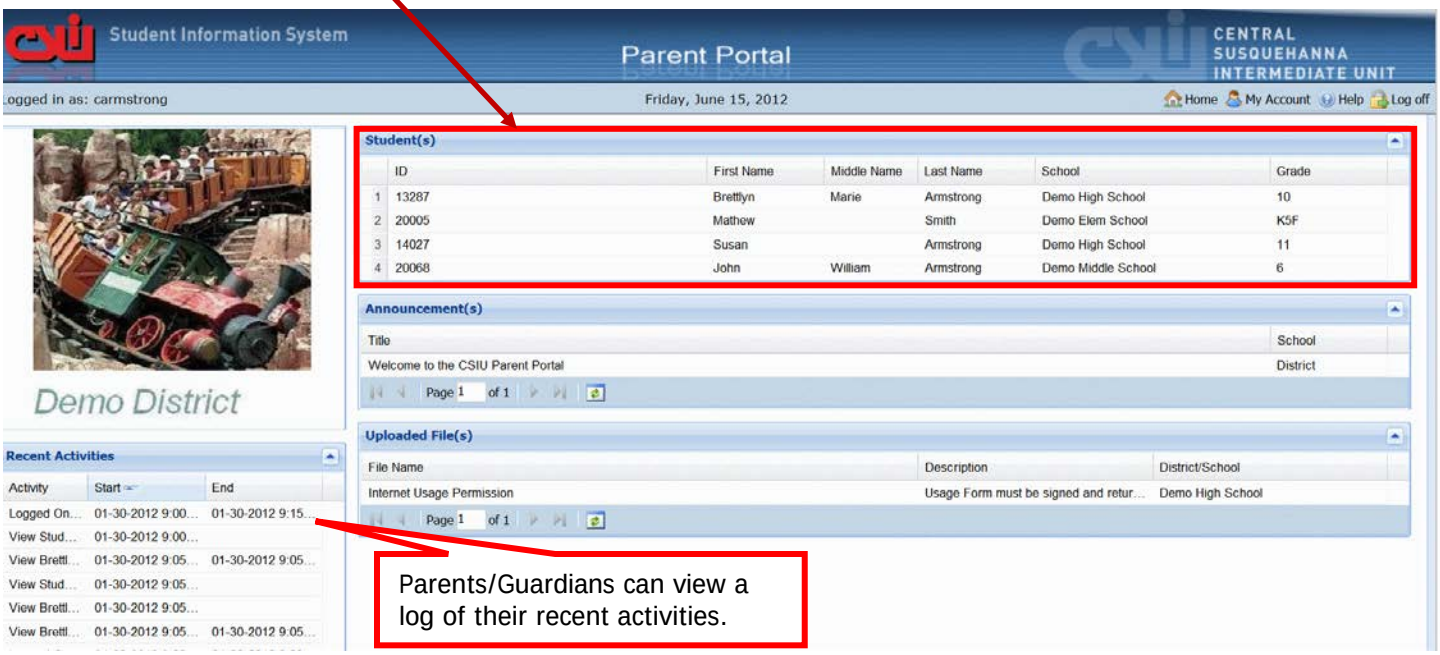
Upon first log on, read the District Terms and Conditions disclaimer. Click the **I Agree** button at the bottom of the Agreement. Parents/Guardians will be prompted to agree to District terms each time the terms are amended.



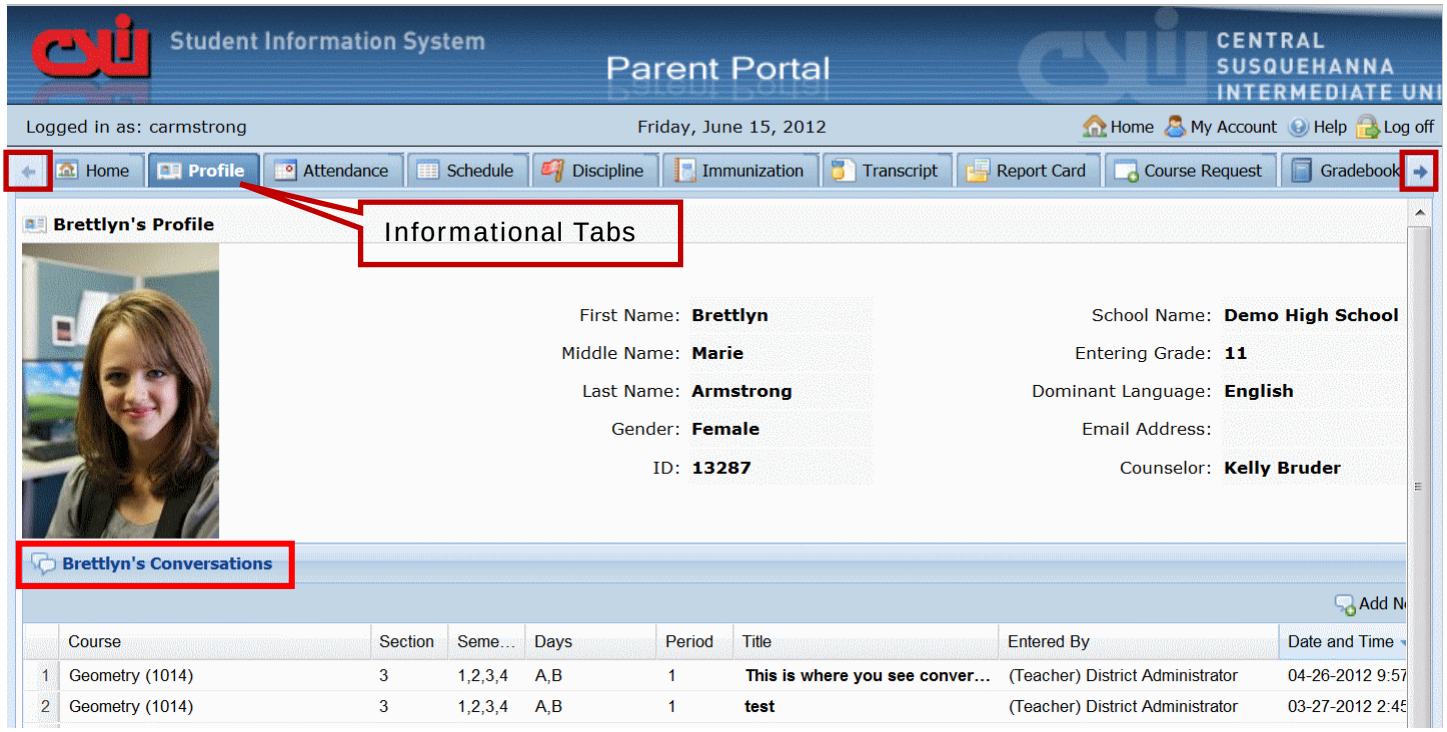
If the account has been automatically generated by the Portal administrator, upon first login, users will be required to establish a new password and enter a primary email address. Users will also have the option to use the email address as the account Username.

NAVIGATING THE PORTAL

After logging in, the portal account holder can view district and building announcements and access any documents that have been uploaded by the district or building. Click on the student's name to view student-specific information.



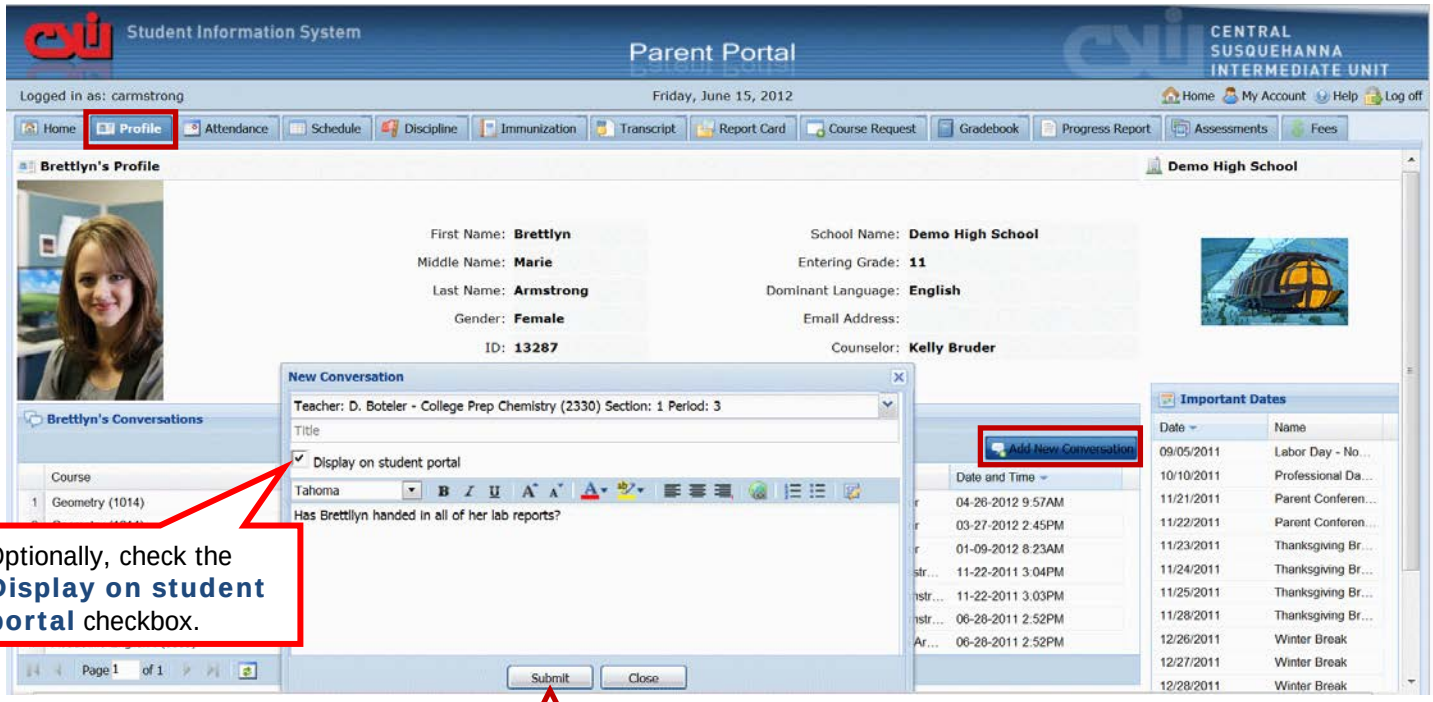
Clicking on the student will display the student's profile page.



Click on a tab to display the corresponding information. The district determines which tabs are visible based on which modules in the CSIU SIS the school district is using. Not all tabs may be available. Users may need to click the right and left arrows adjacent to the tabs to display additional tabs.

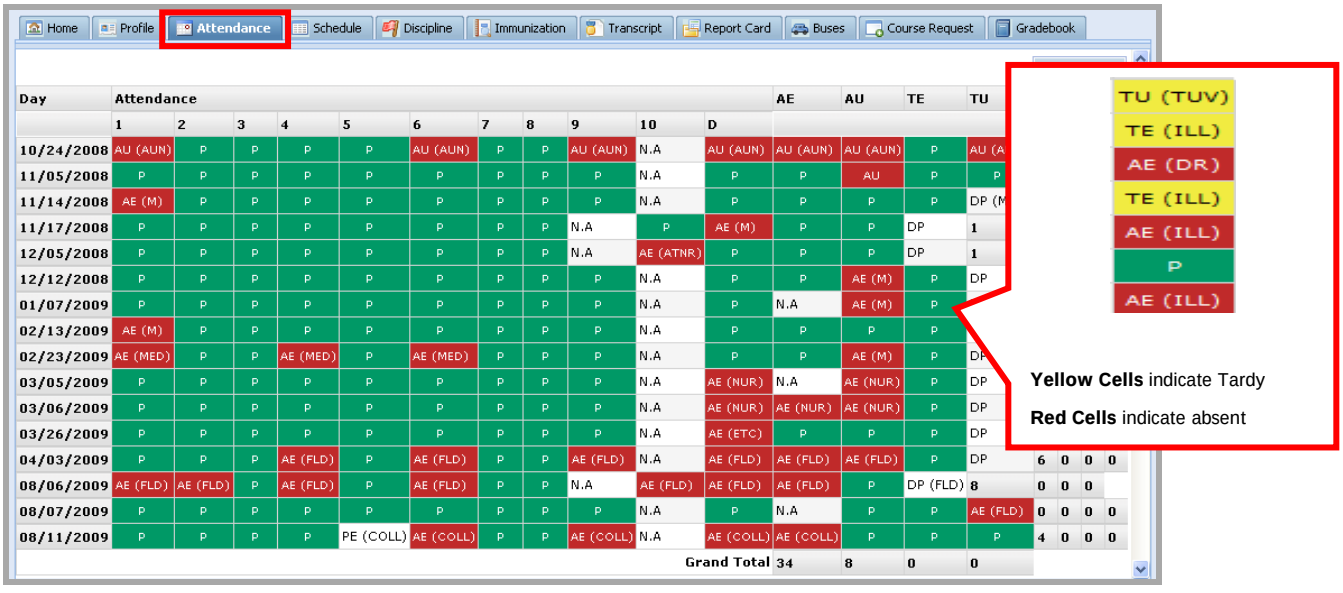
Student Profile

Parents/guardians can access the Conversation function, which allows parents/guardians to communicate with staff members.



Student Attendance

Clicking the Attendance tab displays the student's daily and period attendance information. Attendance displays based on settings established by the district. If used, Time Equivalencies will display just as they do on students' schedules.

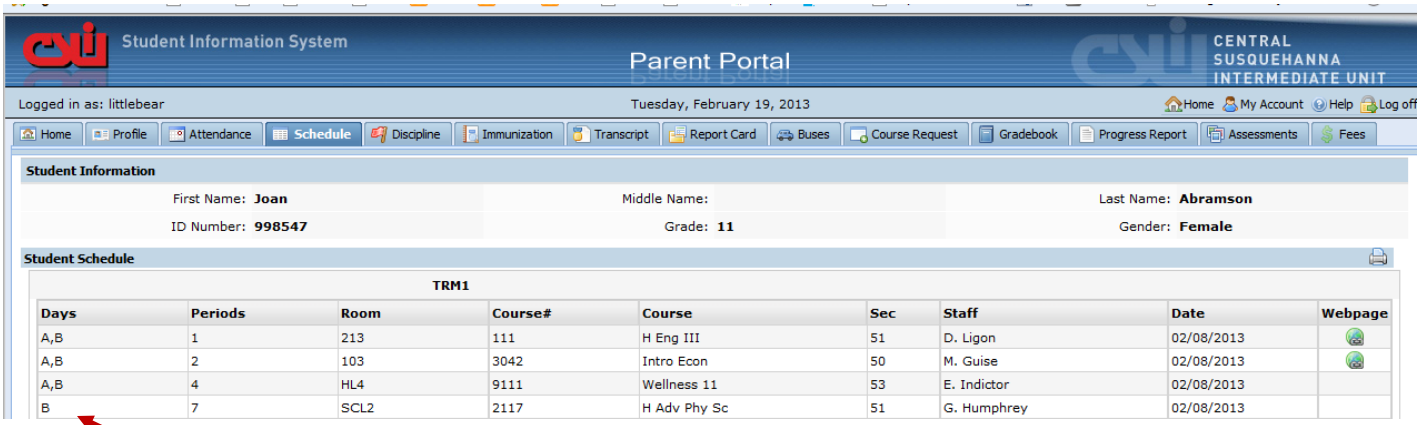


Day	Attendance											AE	AU	TE	TU				
	1	2	3	4	5	6	7	8	9	10	D								
10/24/2008	AU (AUN)	P	P	P	P	AU (AUN)	P	P	AU (AUN)	N.A	AU (AUN)	AU (AUN)	AU (AUN)	P	AU (A				
11/05/2008	P	P	P	P	P	P	P	P	P	N.A	P	P	AU	P	P				
11/14/2008	AE (M)	P	P	P	P	P	P	P	P	N.A	P	P	P	P	DP (M				
11/17/2008	P	P	P	P	P	P	P	P	N.A	P	AE (M)	P	P	DP	1				
12/05/2008	P	P	P	P	P	P	P	P	N.A	AE (ATNR)	P	P	P	DP	1				
12/12/2008	P	P	P	P	P	P	P	P	P	N.A	P	P	AE (M)	P	DP				
01/07/2009	P	P	P	P	P	P	P	P	P	N.A	P	N.A	AE (M)	P					
02/13/2009	AE (M)	P	P	P	P	P	P	P	P	N.A	P	P	P	P					
02/23/2009	AE (MED)	P	P	AE (MED)	P	AE (MED)	P	P	P	N.A	P	P	AE (M)	P	DP				
03/05/2009	P	P	P	P	P	P	P	P	P	N.A	AE (NUR)	N.A	AE (NUR)	P	DP				
03/06/2009	P	P	P	P	P	P	P	P	P	N.A	AE (NUR)	AE (NUR)	AE (NUR)	P	DP				
03/26/2009	P	P	P	P	P	P	P	P	P	N.A	AE (ETC)	P	P	P	DP				
04/03/2009	P	P	P	AE (FLD)	P	AE (FLD)	P	P	AE (FLD)	N.A	AE (FLD)	AE (FLD)	AE (FLD)	P	DP	6	0	0	0
08/06/2009	AE (FLD)	AE (FLD)	P	AE (FLD)	P	AE (FLD)	P	P	N.A	AE (FLD)	AE (FLD)	AE (FLD)	P	DP (FLD)	8	0	0	0	
08/07/2009	P	P	P	P	P	P	P	P	P	N.A	P	N.A	P	P	AE (FLD)	0	0	0	0
08/11/2009	P	P	P	P	PE (COLL)	AE (COLL)	P	P	AE (COLL)	N.A	AE (COLL)	AE (COLL)	P	P	P	4	0	0	0
											Grand Total	34	8	0	0				

* = Unknown, E = Excused, U = Unexcused, A = Absent, T = Tardy, P = Present, NA = No Attendance

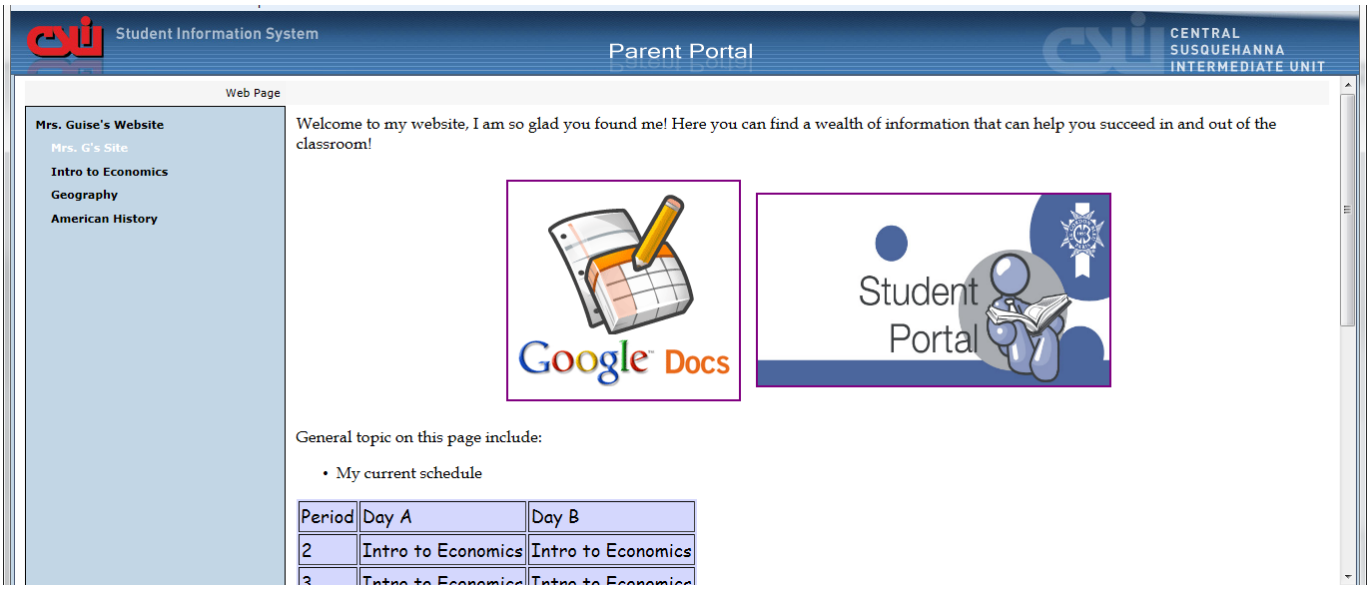
Student Schedule

Click the **Schedule** tab to display the student's schedule.



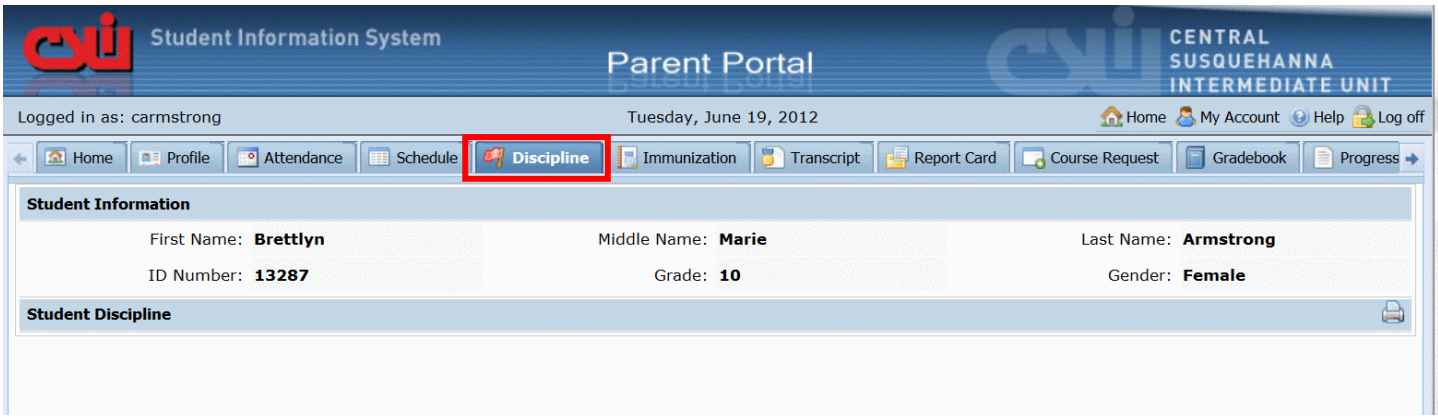
NOTE: (P) If this symbol displays in the Days column, the student has been pulled out of that class for a given day pattern.

If the Webpage column contains this icon ( ), it means the class has a webpage that can be viewed by clicking on it.



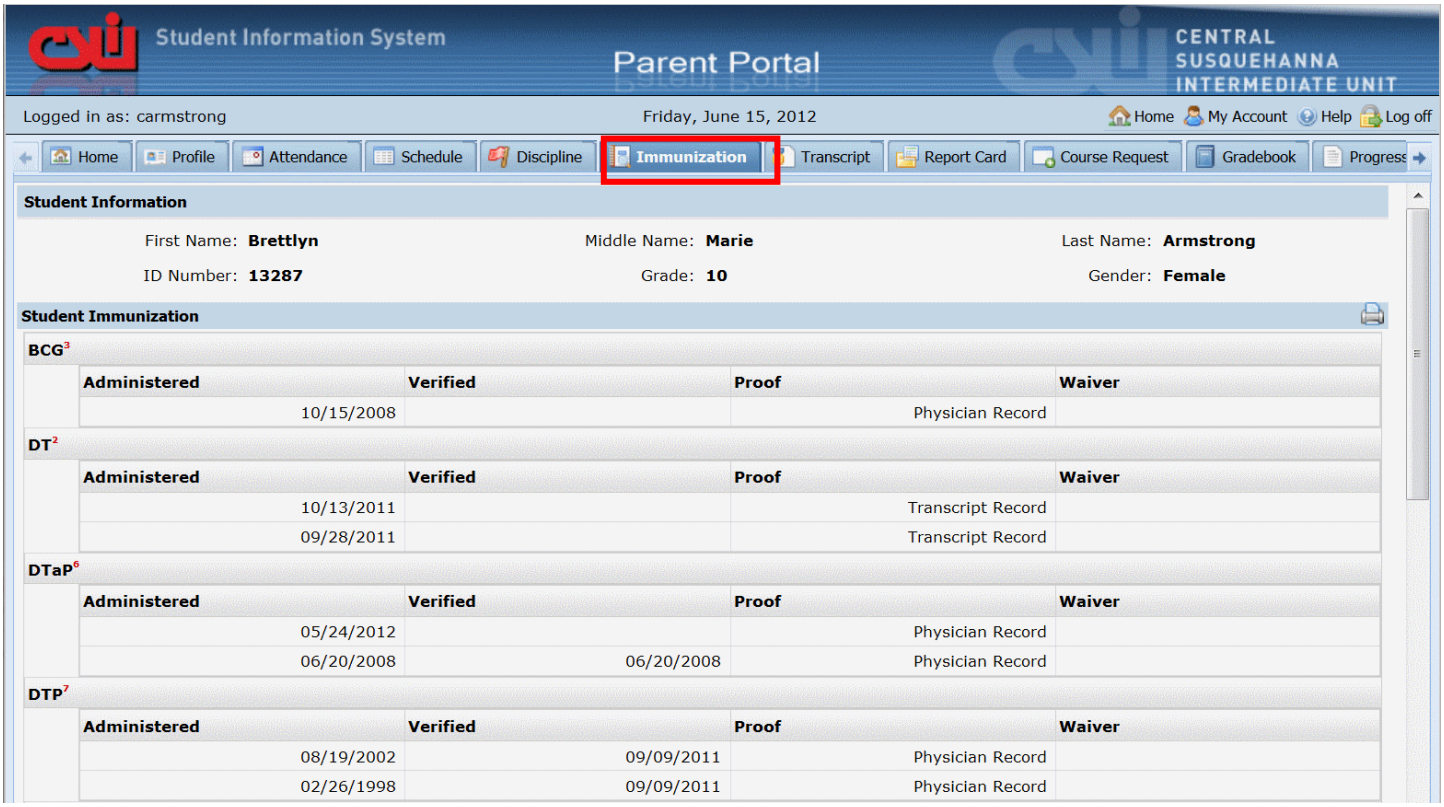
Student Discipline

Click the **Discipline** tab to display the student's discipline history. If this student had any discipline incidents, they would display under the **Student Discipline** heading.



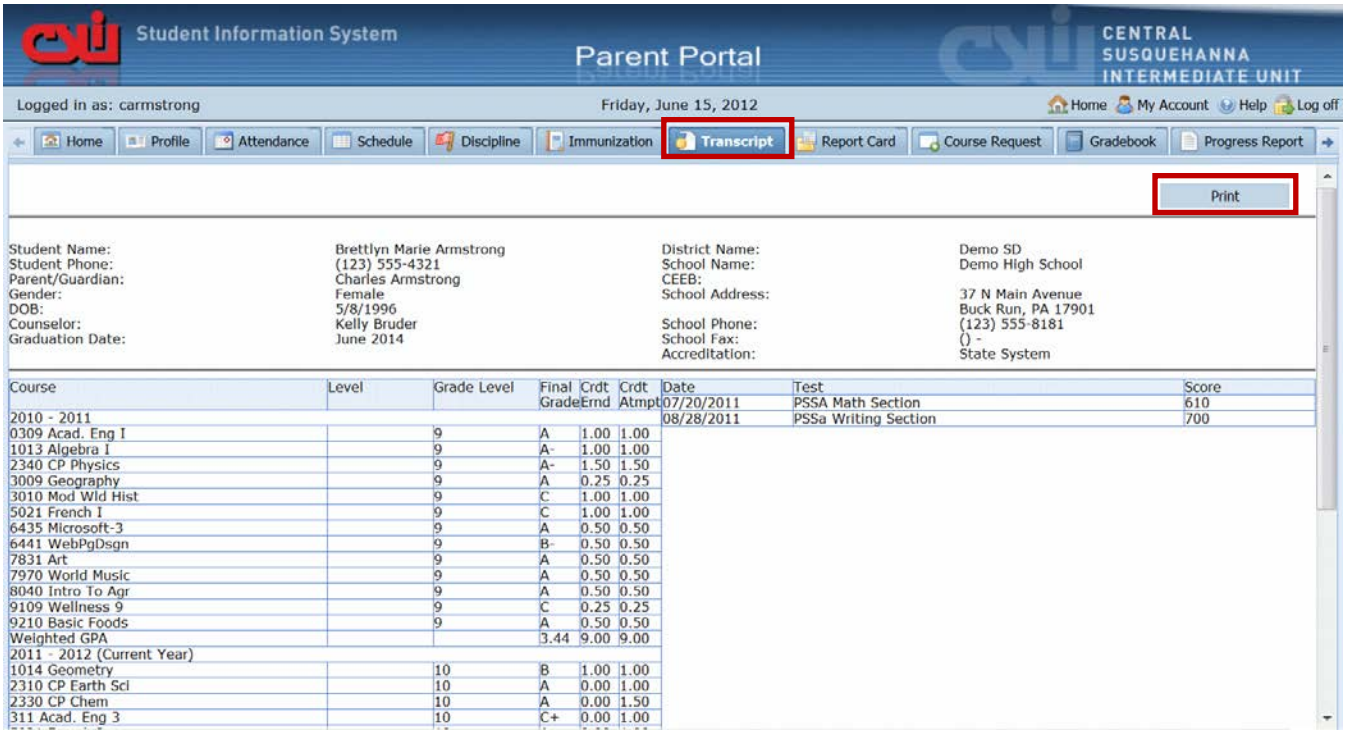
Student Immunization

Click the **Immunization** tab to display the student's immunization records on file with the district.

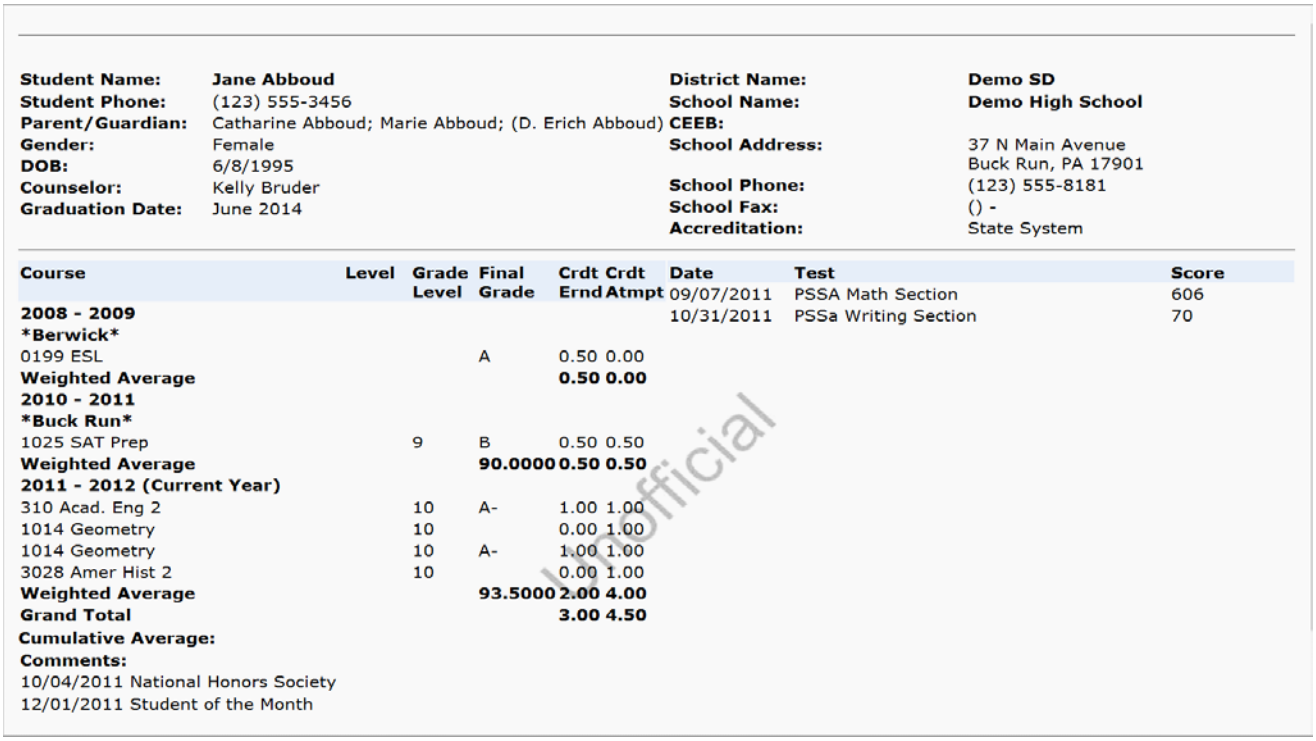


Student Transcript

Click the Transcript tab to display the student's transcript.



Users can print an unofficial transcript directly from this screen. Note that transcripts printed from the Parent Portal will print with an "Unofficial" watermark.



Student Name: Jane Abboud
Student Phone: (123) 555-3456
Parent/Guardian: Catharine Abboud; Marie Abboud; (D. Erich Abboud)
Gender: Female
DOB: 6/8/1995
Counselor: Kelly Bruder
Graduation Date: June 2014

District Name: Demo SD
School Name: Demo High School
CEEB:
School Address: 37 N Main Avenue, Buck Run, PA 17901
School Phone: (123) 555-8181
School Fax: () -
Accreditation: State System

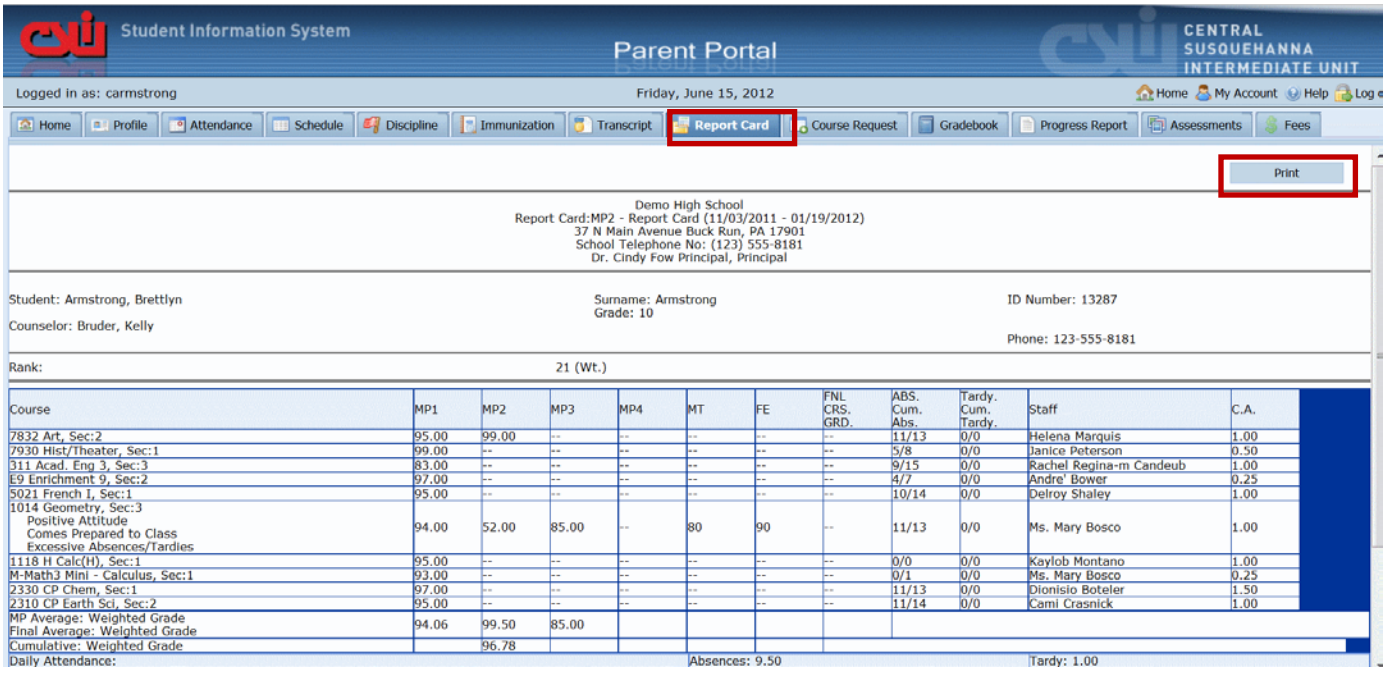
Course	Level	Grade Level	Final Grade	Crdt Ernd	Crdt Atmpt	Date	Test	Score
						09/07/2011	PSSA Math Section	606
						10/31/2011	PSSa Writing Section	70
2008 - 2009								
Berwick								
0199 ESL			A	0.50	0.00			
Weighted Average				**0.50**	**0.00**			
2010 - 2011								
Buck Run								
1025 SAT Prep		9	B	0.50	0.50			
Weighted Average			**90.0000**	**0.50**	**0.50**			
2011 - 2012 (Current Year)								
310 Acad. Eng 2		10	A-	1.00	1.00			
1014 Geometry		10		0.00	1.00			
1014 Geometry		10	A-	1.00	1.00			
3028 Amer Hist 2		10		0.00	1.00			
Weighted Average			**93.5000**	**2.00**	**4.00**			
Grand Total				**3.00**	**4.50**			

Cumulative Average:
Comments:
10/04/2011 National Honors Society
12/01/2011 Student of the Month

Unofficial

Student Report Card

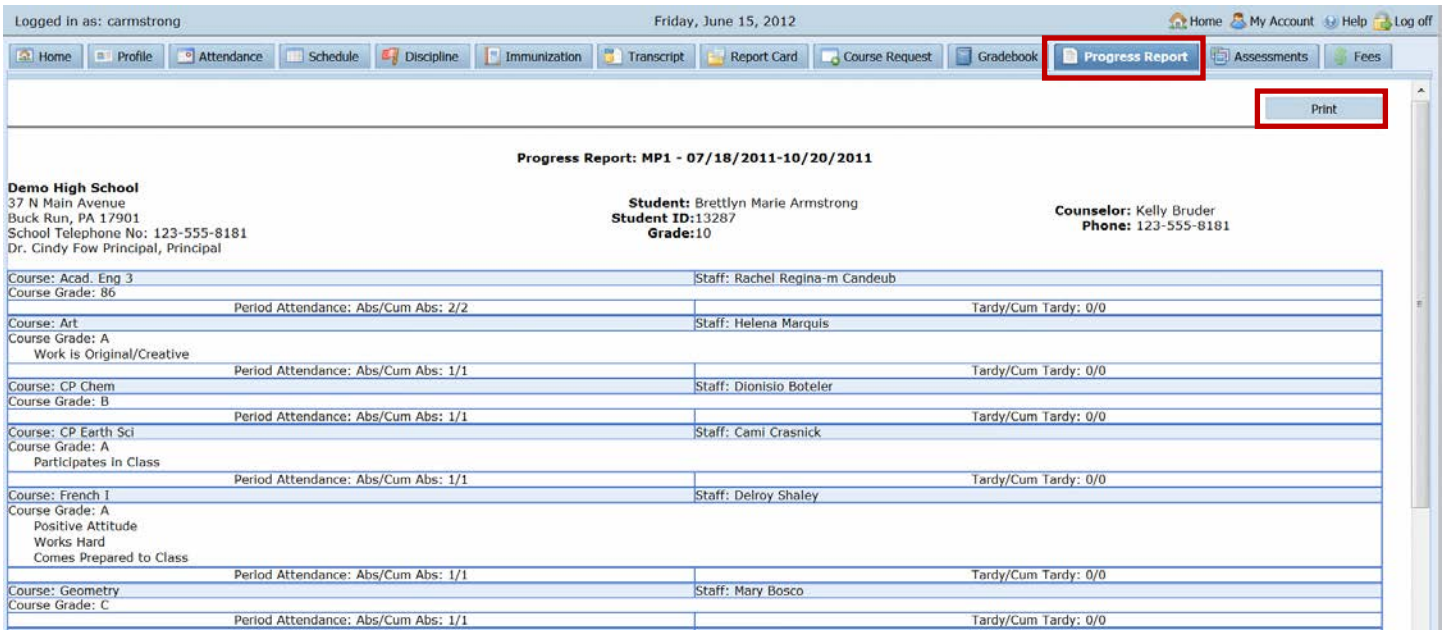
Click the **Report Card** tab to display the student's report card. Users can print an unofficial report card directly from this screen.



Course	MP1	MP2	MP3	MP4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff	C.A.
7832 Art, Sec:2	95.00	99.00	--	--	--	--	--	11/13	0/0	Helena Marquis	1.00
7930 Hist/Theater, Sec:1	99.00	--	--	--	--	--	--	5/8	0/0	Janice Peterson	0.50
311 Acad. Eng 3, Sec:3	83.00	--	--	--	--	--	--	9/15	0/0	Rachel Regina-m Candeub	1.00
E9 Enrichment 9, Sec:2	97.00	--	--	--	--	--	--	4/7	0/0	Andre' Bower	0.25
5021 French I, Sec:1	95.00	--	--	--	--	--	--	10/14	0/0	Delroy Shaley	1.00
1014 Geometry, Sec:3 Positive Attitude Comes Prepared to Class Excessive Absences/Tardies	94.00	52.00	85.00	--	80	90	--	11/13	0/0	Ms. Mary Bosco	1.00
1118 H Calc(H), Sec:1	95.00	--	--	--	--	--	--	0/0	0/0	Kaylob Montano	1.00
M-Math3 Mini - Calculus, Sec:1	93.00	--	--	--	--	--	--	0/1	0/0	Ms. Mary Bosco	0.25
2330 CP Chem, Sec:1	97.00	--	--	--	--	--	--	11/13	0/0	Dionisio Boteler	1.50
2310 CP Earth Sci, Sec:2	95.00	--	--	--	--	--	--	11/14	0/0	Cami Crasnick	1.00
MP Average: Weighted Grade Final Average: Weighted Grade	94.06	99.50	85.00								
Cumulative: Weighted Grade		96.78									
Daily Attendance:					Absences: 9.50					Tardy: 1.00	

Student Progress Report

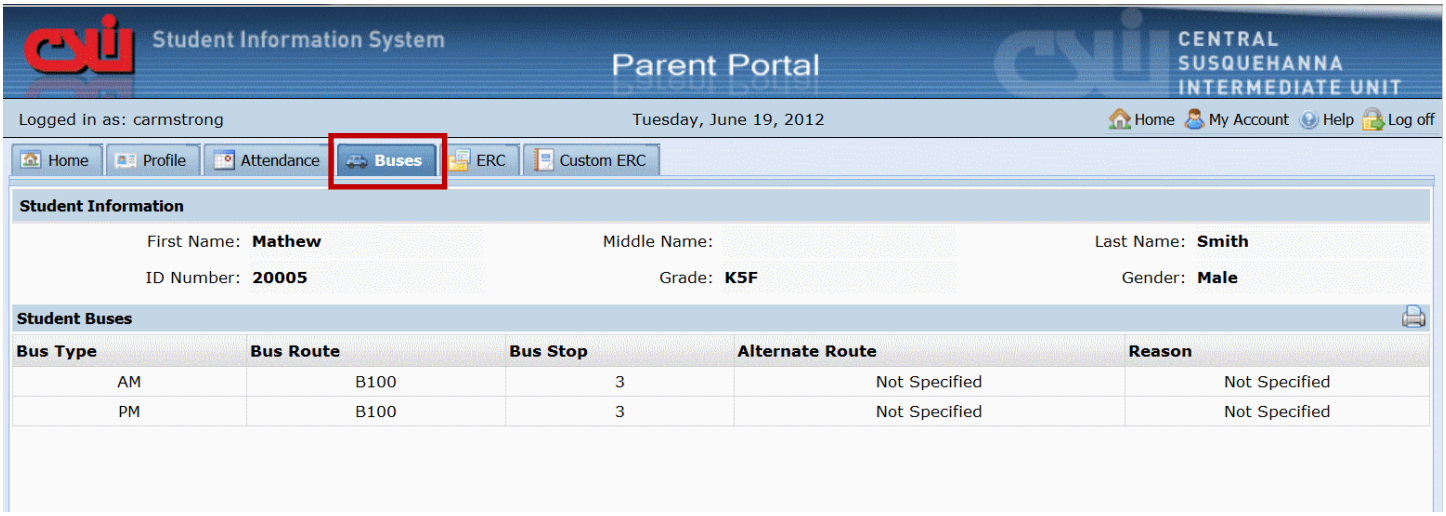
Click the **Progress Report** Tab to display the students' progress report. Users can print an unofficial Progress Report directly from this screen.



NOTE: Grade reporting documents are published on the portal at the school district's discretion.

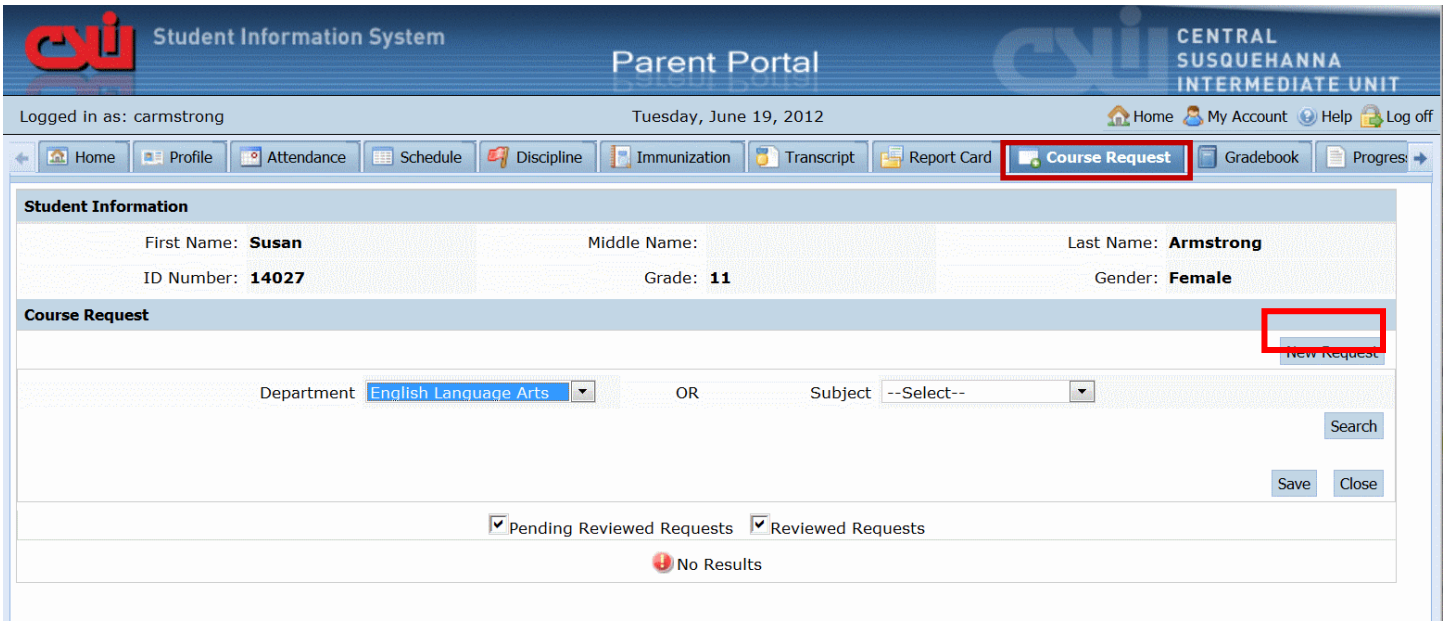
Student Buses

Click the **Buses** Tab to display the student's Bus Information.



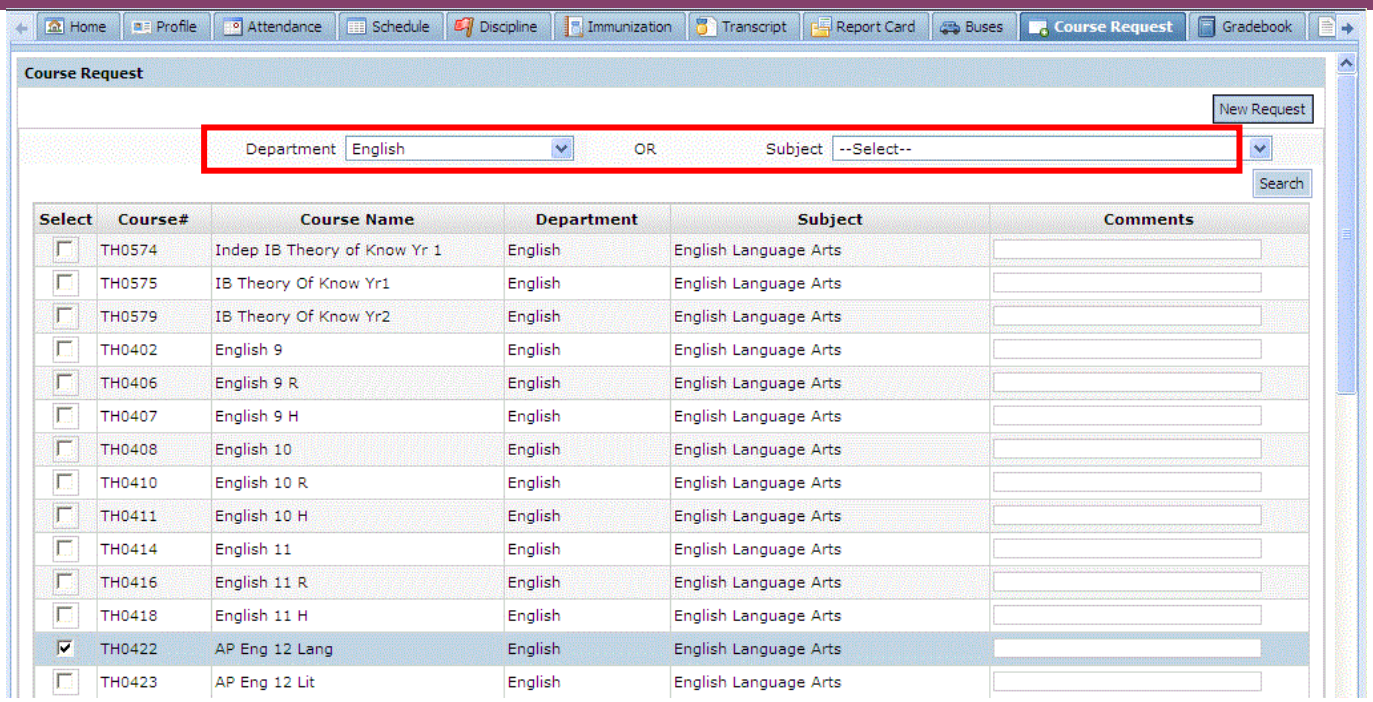
Student Course Request

Click on the **Course Request** tab to display the student's current Course Requests.



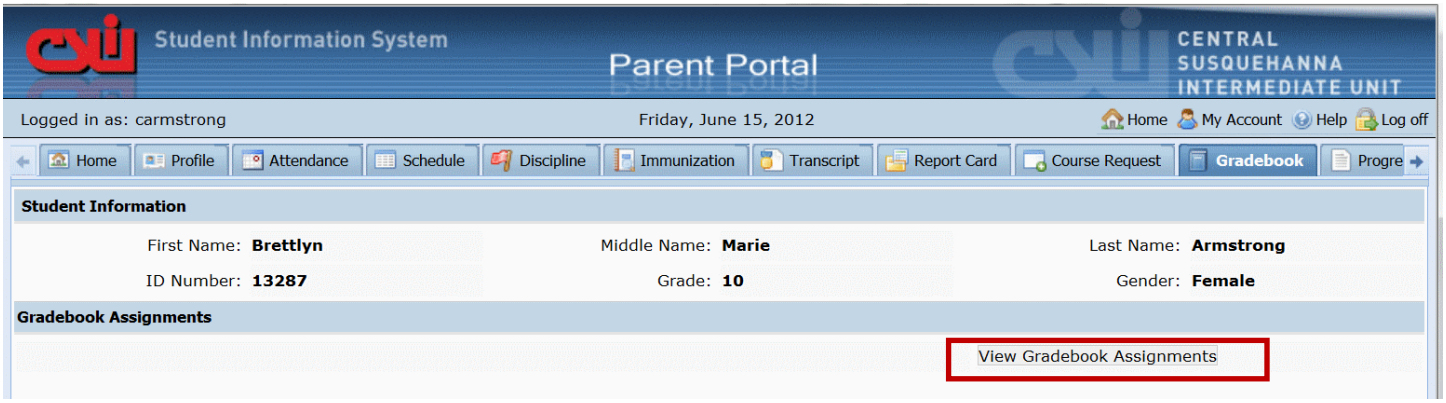
Depending on the district's policy and settings, Parent/Guardians may be able to enter new requests by clicking the **New Request** button. Parents can then search for courses by either **Department** or **Subject** area. Comments can also be added. Click **Save** to add a request.

NOTE: Course requests can be added or deleted until the district administrator approves the course request.

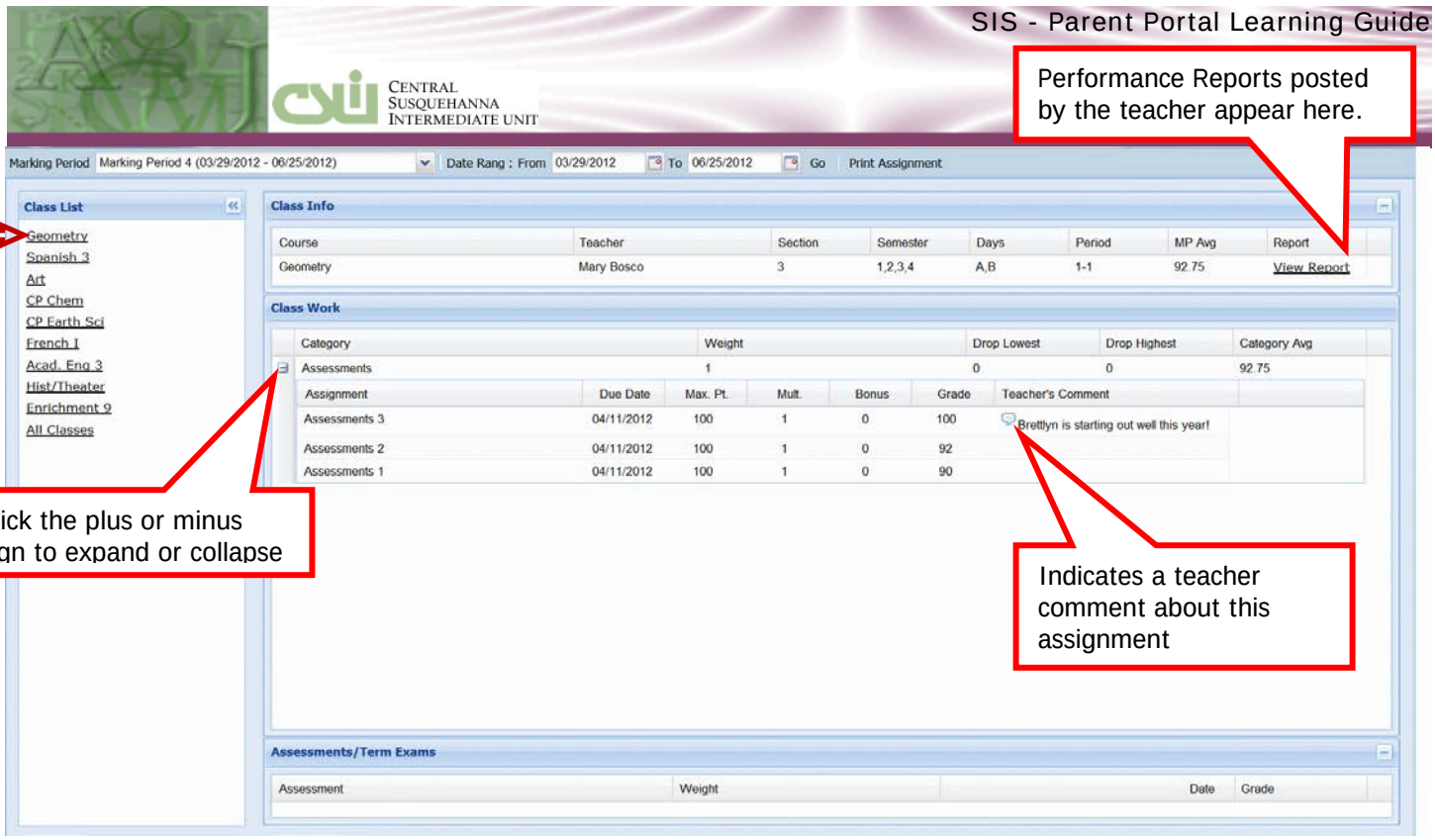


Student Gradebook

Click the **Gradebook** tab to review published categories and assignments. Click the **View Gradebook Assignments** button to see assignments for individual courses.

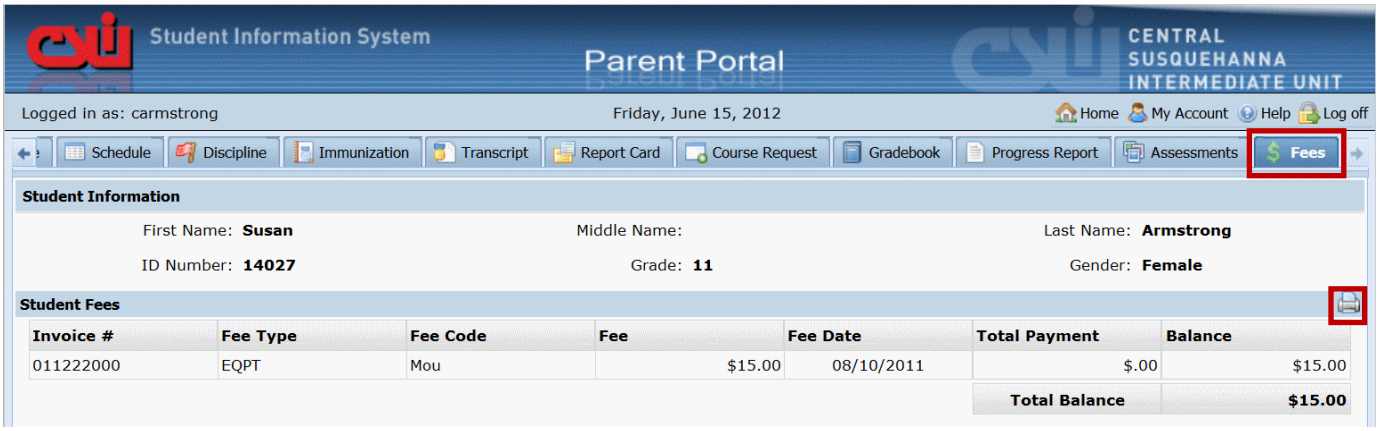


Click on the course in the list you would like to view; all published assignments will appear under the section labeled **Class Work**.



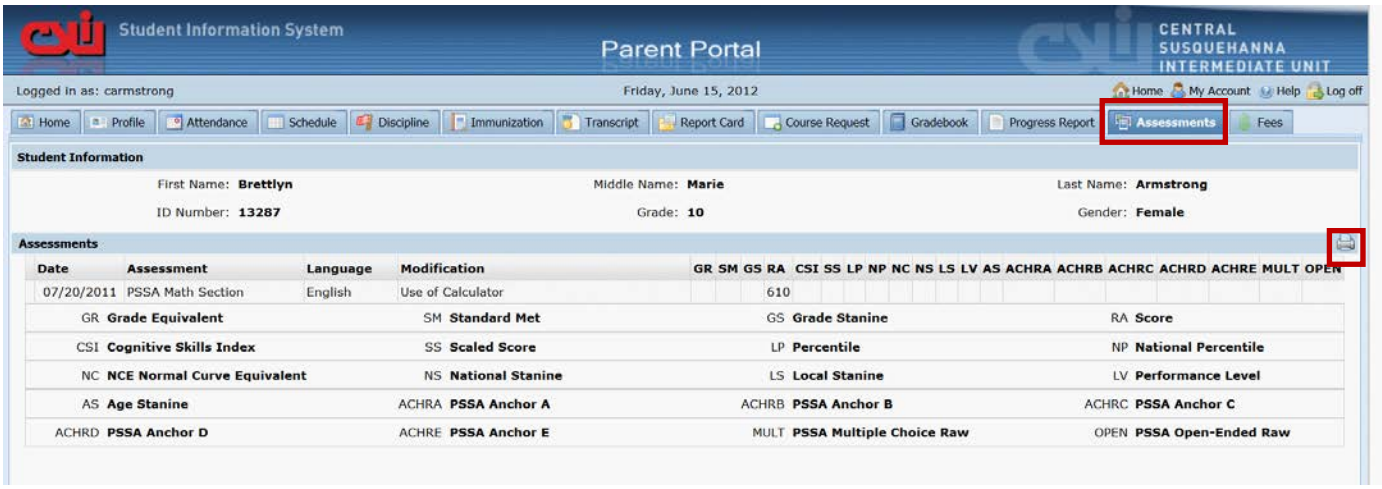
Student Fees

Click the **Fees** tab; the student's Fees will be available to view. Invoice information and total balance will be displayed. Click the **Printer** icon to print a copy of the student's Fees.



Student Assessments

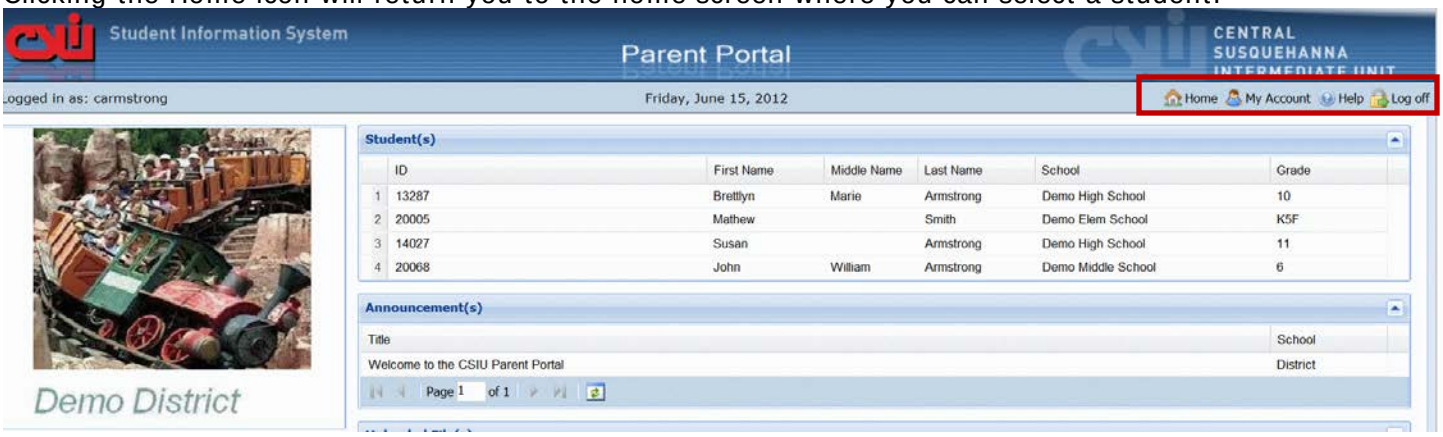
Click the **Assessments** tab to display the student's published assessments. Click the **Printer** icon to generate a printed copy.



PORTAL ICONS

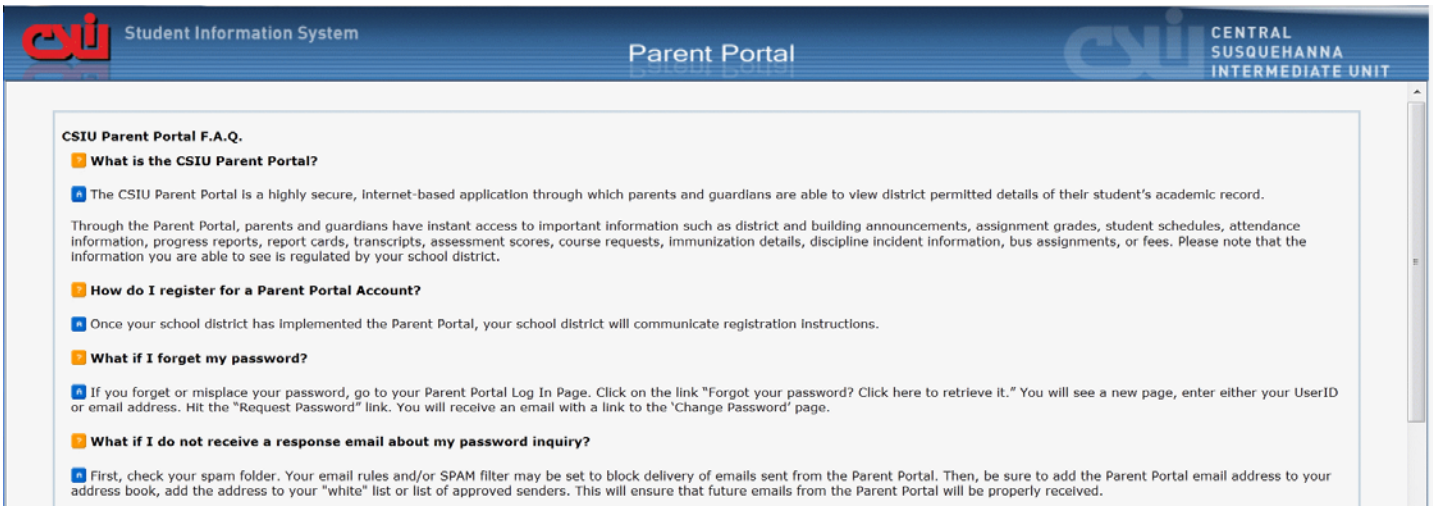
Home

Clicking the Home icon will return you to the home screen where you can select a student.



Help

Click the **Help** icon in the upper right corner to access the SIS Parent Portal F.A.Q. The F.A.Q. provides portal account holders with answers to frequently asked questions.

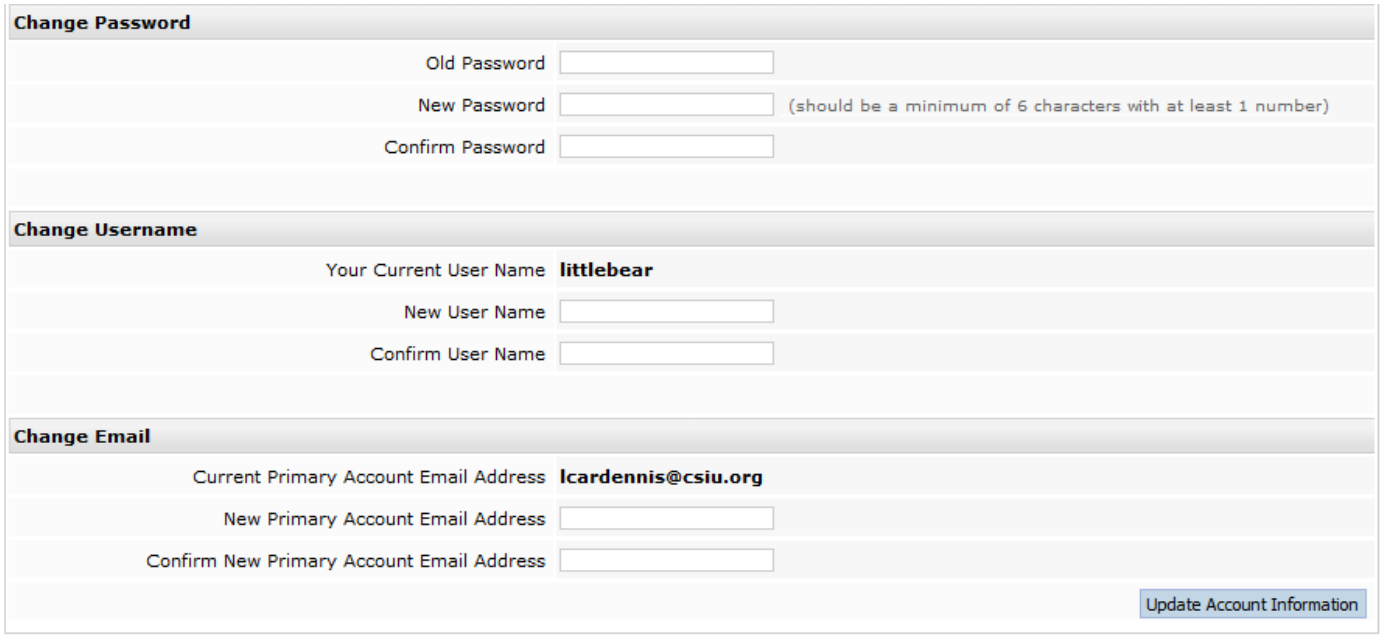


My Account

Update Account Information

Click the **My Account** button and then click the **Update Account Info** tab.

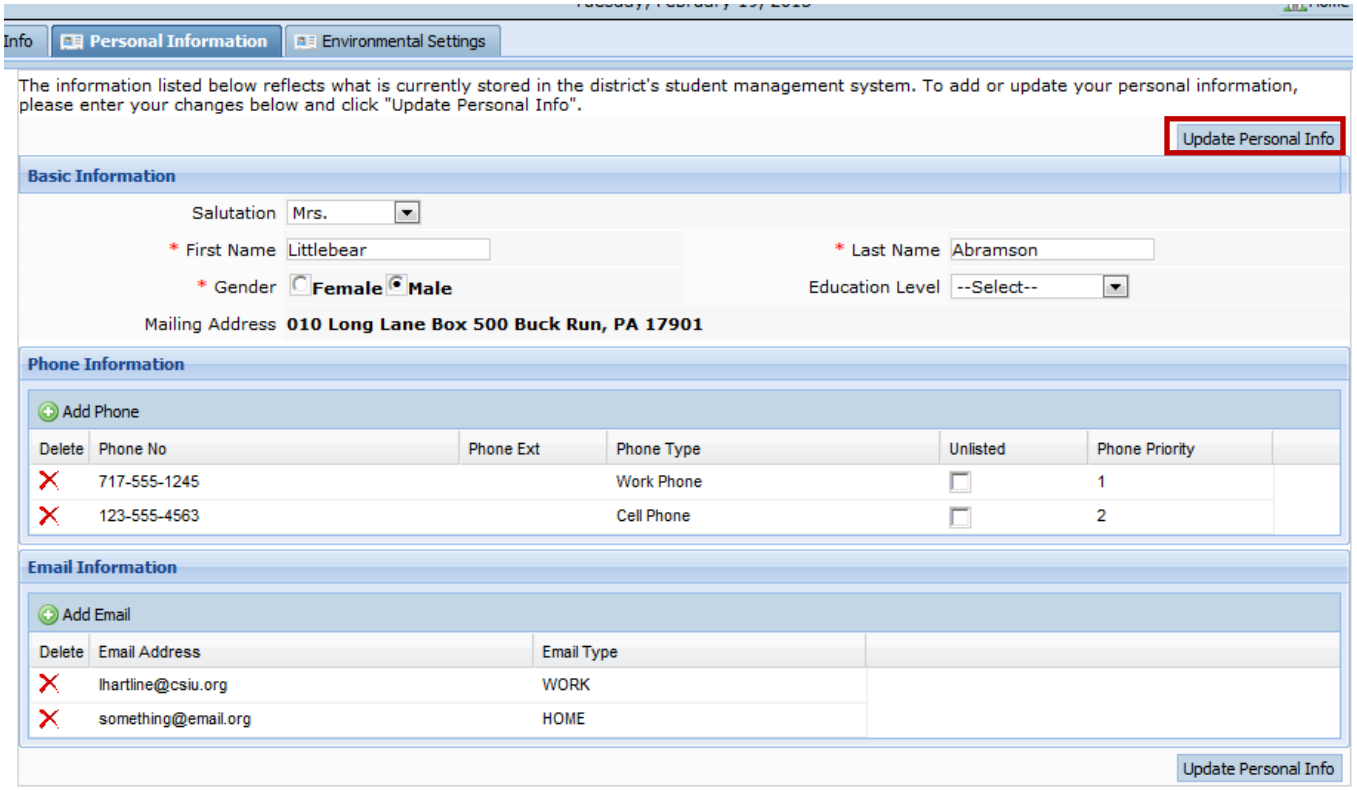
From this screen, passwords, usernames, and primary email addresses can be changed. Simply enter the new information in one or all of these categories, when finished **Update Account Information** button.



Update Personal Information

Parents/guardians can request changes to their personal information by clicking on the **Personal Information** tab. From this screen, portal account holders can request updates to their currently recorded personal information. The following fields can be updated: Salutation, First Name, Last Name, Gender, Education Level, Phone Information, and Email Information. Additional phone numbers and email addresses can also be added.

NOTE: Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until pending requests have been approved. No changes will take place until the approval process is complete.

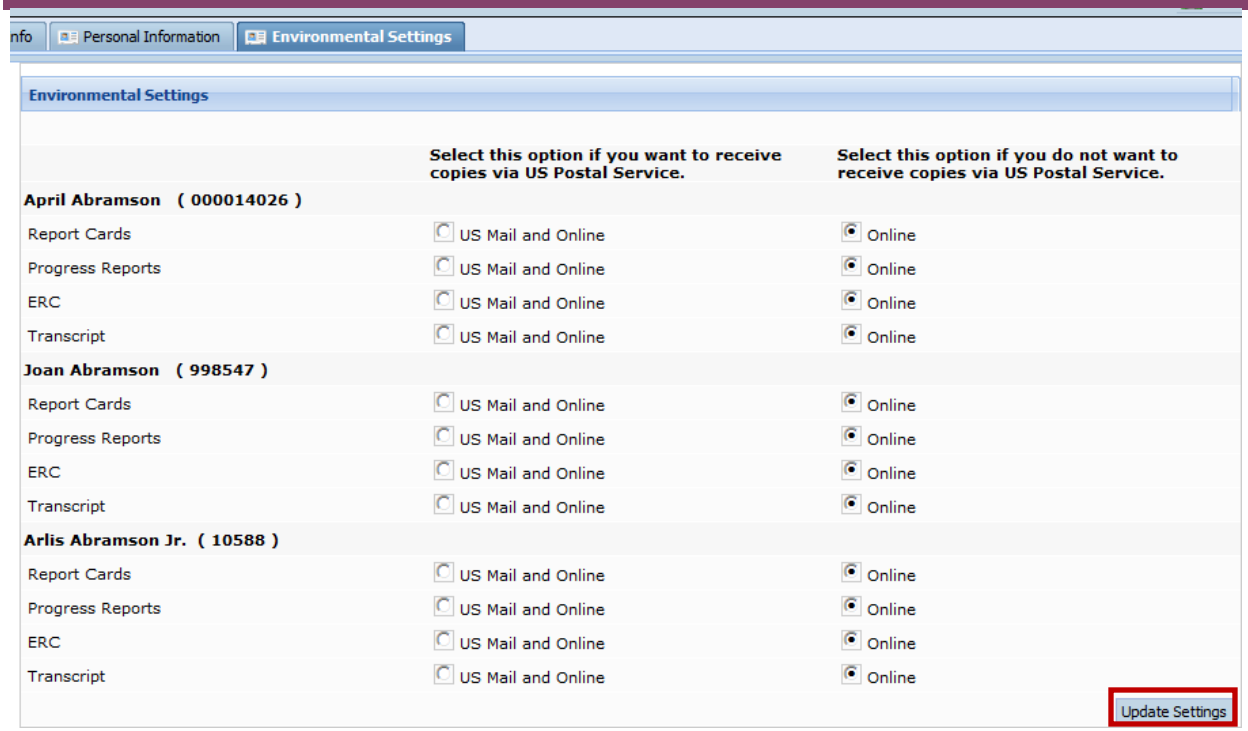


Click the **Update Personal Information** button when finished. Requests will be accepted or ignored by Portal administrators.

Environmental Settings

If a school district is implementing a “Green” initiative and is no longer planning on mailing grade reporting documents home, parents still can elect to continue to receive paper mailings.

This setting is a building setting. If a school building has enabled **Environmental Settings**, parents/guardians will have access to the Environmental Settings tab from the Parent Portal. Parents can select available grade reporting documents to continue to receive as paper mailings. Environmental Settings are student specific.

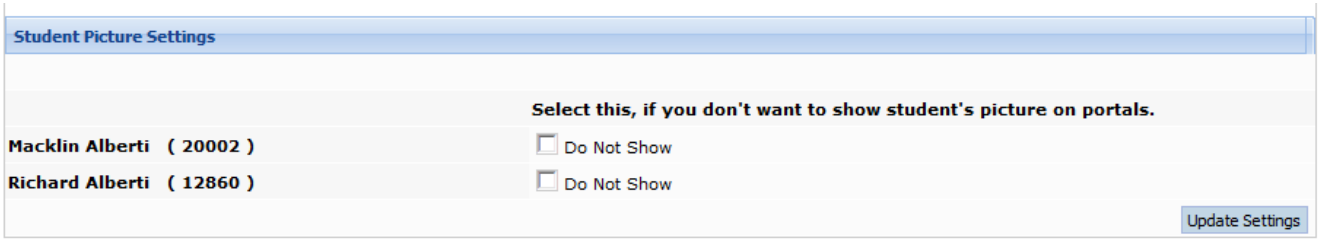


Click **Update Settings** when finished.

Picture Settings

School districts can give parents the ability to **display or suppress their student's photo** on the Parent/Student Portal from **INTEROPERABILITY > ESP > SETTINGS**.

If a district decides to exercise this option, parents can display or suppress the student's photo by using the **Do Not Show** checkbox.



Log Off

The CSIU recommends that you always end your portal session by logging off the site.