



# 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.

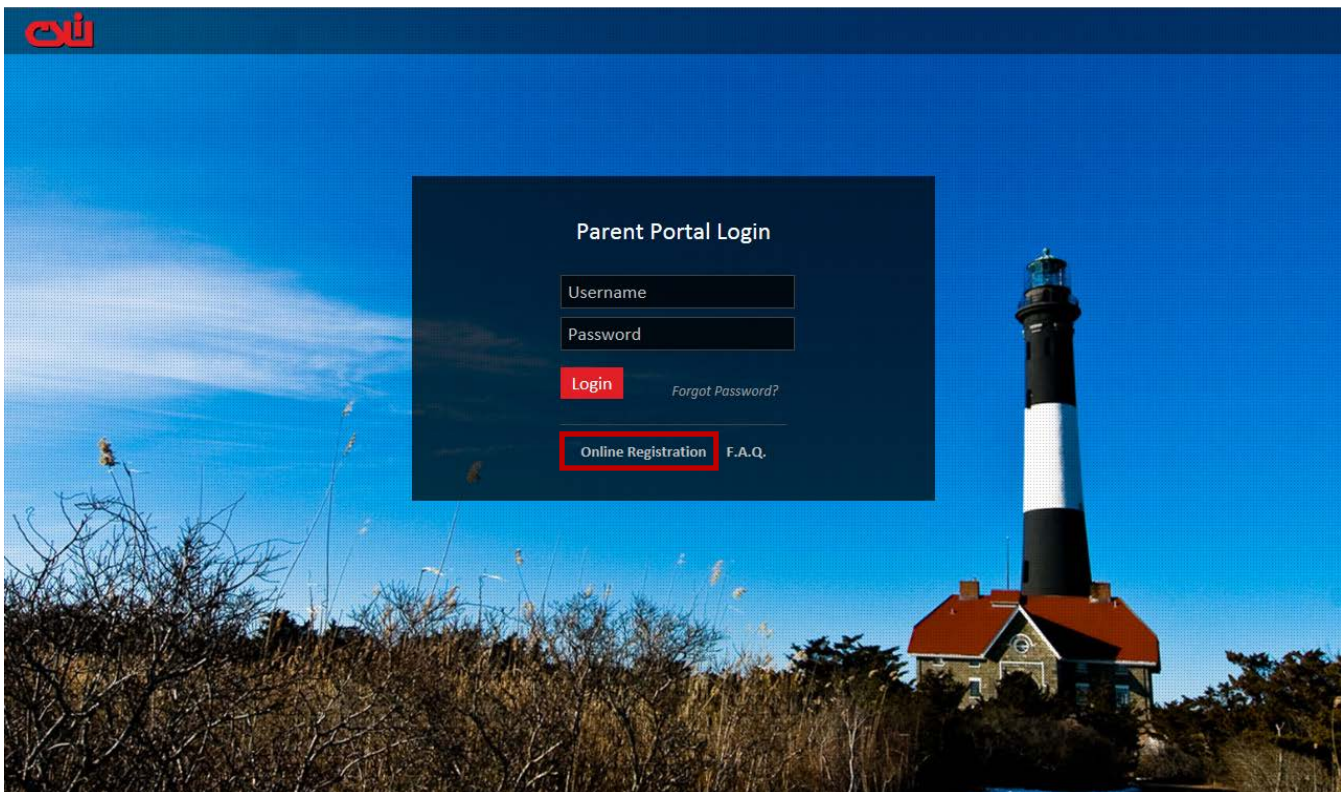
The first approach is to allow parents to register for their own Portal account. Each account request must be approved by a portal administrator.

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.

 A screenshot of the 'Parent Portal Registration' form. The page has a blue header with the 'Student Information Syst' and 'Parent Portal' logos. Below the header, there are three tabs: 'Account Information' (selected), 'Personal Information', and 'Student Information'. A central box contains the text: 'Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal logon information below.' The form fields include:
 

- \* School District: Demo SD (with a dropdown arrow and a note: '(Start typing your school district then select your district in the list)')
- \* Username: MAbbound (with a note: '(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)')
- \* Email Address: mabboud@test.com (with a note: '(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)')
- \* Confirm Email Address: mabboud@test.com
- \* Password: [masked with dots] (with a note: '(Should be a minimum of 6 characters with at least 1 number)')
- \* Confirm Password: [masked with dots]
- \* Authentication Question: What's your pet name? (with a dropdown arrow)
- \* Authentication Answer: Riley

 A red-bordered button labeled 'Create Account Information >>' is located at the bottom right of the form.

**\* 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.

 A screenshot of the 'Parent Portal' registration interface. The page has a blue header with the 'CSU' logo and 'Student Information Syst' on the left, and 'Parent Portal' and 'CENTRAL SUSQUEHANNA INTERMEDIATE UNIT' on the right. Below the header is a 'Registration' section with three tabs: 'Account Information', 'Personal Information' (which is selected), and 'Student Information'. A message box states: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains several fields:
 

- \* First Name: Marie
- Middle Name: (empty)
- \* Last Name: Abbound
- \* Street Address: Powells Mountain Lane
- Apartment #: (empty)
- \* City: Port Carbon
- \* State: Pennsylvania (dropdown menu)
- \* ZIP Code: 17966
- \* Phone: 122 - 555 - 7790 x (with a small 'x' icon)

 At the bottom of the form are two buttons: '<< Back to Account Information' and 'Create Personal Information >>'. The 'Create Personal Information >>' button is highlighted with a red rectangular border.

**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.

 The screenshot shows the 'Registration' page of the 'Student Information Syst' Parent Portal. It has three tabs: 'Account Information', 'Personal Information', and 'Student Information'. A message box says 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with one entry: ID Number 13569, First Name Vinnie, Last Name Abbound, Grade 2, and School Demo Elem School. Below the table is an 'Add Student' form with fields for ID Number, First Name, Last Name, School, and Grade. A red box highlights the 'Add student to the above list' button. Another red box highlights the 'Finish Registration!' button. A callout box points to the table with the text 'Only one student is required to verify your identity.'
 

ID Number	First Name	Last Name	Grade	School
13569	Vinnie	Abbound	2	Demo Elem School

**\* 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.

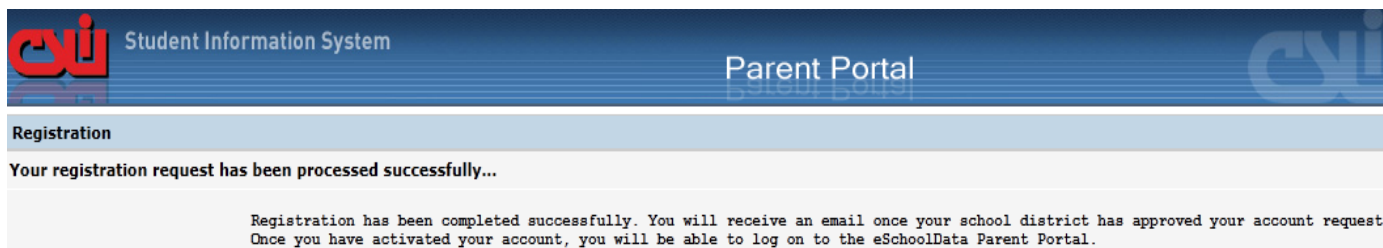
Click the **Finish Registration** button to forward the registration request to the system administrator as a pending request. In addition, an email will be sent to the parent/guardian acknowledging that the account request has been sent to the district.

**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.



**You Must Agree to The Terms of Use Before Proceeding**

The District requires that you agree to this contract before the District can provide you with access to the CSIU information system.

Please read this contract carefully. When you agree to this contract, it becomes a legally binding document.

The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make reasonable efforts to protect students, parents, guardians and teachers from any misuse or abuses as a result of their experiences with this information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be permanently denied.

1. Privileges: The online access to information is a privilege, not a right, and inappropriate use, including violation of the District's Code of Conduct, will result in cancellation of this privilege. The administration, staff or faculty of the District may request that the system administrator deny, revoke or suspend a specific user account without notification.
2. Services: The District and its service providers make no warranties of any kind, whether expressed or implied, for the service it is providing. The District and its service providers will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, incorrect deliveries or service interruptions caused by the system or user errors or omissions. Use of any information obtained from this information system is at your own risk. The District and its service providers specifically disclaim any responsibility for the accuracy of information obtained through this service.
3. Technical Support: The District and its service providers do not provide any technical support to the users of this information service. Users are responsible for resolving any technical issues encountered when trying to access this system.

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.

**You must change your password for first login.**

\* Old Password

\* New Password  (should be a minimum of 6 characters with at least 1 number)

\* Confirm Password

\* Primary Email Address   Use this E-Mail address as my User Name

\* Confirm Email Address



## 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

Student Information System Parent Portal

logged in as: carmstrong Friday, June 15, 2012

ID	First Name	Middle Name	Last Name	School	Grade
1 13287	Brettlyn	Marie	Armstrong	Demo High School	10
2 20005	Mathew		Smith	Demo Elem School	K5F
3 14027	Susan		Armstrong	Demo High School	11
4 20068	John	William	Armstrong	Demo Middle School	6

Activity	Start	End
Logged On...	01-30-2012 9:00...	01-30-2012 9:15...
View Stud...	01-30-2012 9:00...	
View Brettl...	01-30-2012 9:05...	01-30-2012 9:05...
View Stud...	01-30-2012 9:05...	
View Brettl...	01-30-2012 9:05...	
View Brettl...	01-30-2012 9:05...	01-30-2012 9:05...

Parents/Guardians can view a log of their recent activities.

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

Student Information System Parent Portal

Logged in as: carmstrong Friday, June 15, 2012

Home My Account Help Log off

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card Course Request Gradebook

**Brettlyn's Profile**

Informational Tabs

First Name: **Brettlyn** School Name: **Demo High School**  
 Middle Name: **Marie** Entering Grade: **11**  
 Last Name: **Armstrong** Dominant Language: **English**  
 Gender: **Female** Email Address:  
 ID: **13287** Counselor: **Kelly Bruder**

Brettlyn's Conversations

Course	Section	Seme...	Days	Period	Title	Entered By	Date and Time
1 Geometry (1014)	3	1,2,3,4	A,B	1	This is where you see conver...	(Teacher) District Administrator	04-26-2012 9:57
2 Geometry (1014)	3	1,2,3,4	A,B	1	test	(Teacher) District Administrator	03-27-2012 2:45

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.

**Optionally, check the Display on student portal checkbox.**

## 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 (AUN)	
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	DP	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	P	
02/13/2009	AE (M)	P	P	P	P	P	P	P	P	N.A	P	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	
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	
08/07/2009	P	P	P	P	P	P	P	P	P	N.A	P	N.A	P	P	AE (FLD)	
08/11/2009	P	P	P	P	PE (COLL)	AE (COLL)	P	P	AE (COLL)	N.A	AE (COLL)	AE (COLL)	P	P	P	
Grand Total											34	8	0	0	0	0

**Yellow Cells indicate Tardy**  
**Red Cells indicate absent**

\* = 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.

Days	Periods	Room	Course#	Course	Sec	Staff	Date	Webpage
A,B	1	213	111	H Eng III	51	D. Ligon	02/08/2013	
A,B	2	103	3042	Intro Econ	50	M. Guise	02/08/2013	
A,B	4	HL4	9111	Wellness 11	53	E. Indictor	02/08/2013	
B	7	SCL2	2117	H Adv Phy Sc	51	G. Humphrey	02/08/2013	

**NOTE:** 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.

Welcome to my website, I am so glad you found me! Here you can find a wealth of information that can help you succeed in and out of the classroom!

General topic on this page include:

- My current schedule

Period	Day A	Day B
2	Intro to Economics	Intro to Economics
3	Intro to Economics	Intro to Economics



## 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.

The screenshot shows the Parent Portal interface for a student named Brettlyn Marie Armstrong. The 'Discipline' tab is highlighted with a red box in the navigation menu. Below the navigation menu, the 'Student Information' section displays the student's details: First Name: Brettlyn, Middle Name: Marie, Last Name: Armstrong, ID Number: 13287, Grade: 10, and Gender: Female. The 'Student Discipline' section is currently empty.

## Student Immunization

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

The screenshot shows the Parent Portal interface with the 'Immunization' tab selected. The 'Student Information' section is identical to the previous screenshot. The 'Student Immunization' section contains a table with the following data:

BCG <sup>3</sup>	Administered	Verified	Proof	Waiver
	10/15/2008		Physician Record	
DT <sup>2</sup>	Administered	Verified	Proof	Waiver
	10/13/2011		Transcript Record	
	09/28/2011		Transcript Record	
DTaP <sup>6</sup>	Administered	Verified	Proof	Waiver
	05/24/2012		Physician Record	
	06/20/2008	06/20/2008	Physician Record	
DTP <sup>7</sup>	Administered	Verified	Proof	Waiver
	08/19/2002	09/09/2011	Physician Record	
	02/26/1998	09/09/2011	Physician Record	



## Student Transcript

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

Student Information System  
Parent Portal  
Logged in as: carmstrong Friday, June 15, 2012

Home My Account Help Log off

Home Profile Attendance Schedule Discipline Immunization **Transcript** Report Card Course Request Gradebook Progress Report

**Print**

Student Name: Brettlyn Marie Armstrong  
 Student Phone: (123) 555-4321  
 Parent/Guardian: Charles Armstrong  
 Gender: Female  
 DOB: 5/8/1996  
 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
2010 - 2011						07/20/2011	PSSA Math Section	610
0309 Acad. Eng I		9	A	1.00	1.00	08/28/2011	PSSa Writing Section	700
1013 Algebra I		9	A-	1.00	1.00			
2340 CP Physics		9	A-	1.50	1.50			
3009 Geography		9	A	0.25	0.25			
3010 Mod Wld Hist		9	C	1.00	1.00			
5021 French I		9	C	1.00	1.00			
6435 Microsoft-3		9	A	0.50	0.50			
6441 WebPgDsqn		9	B-	0.50	0.50			
7831 Art		9	A	0.50	0.50			
7970 World Music		9	A	0.50	0.50			
8040 Intro To Agr		9	A	0.50	0.50			
9109 Wellness 9		9	C	0.25	0.25			
9210 Basic Foods		9	A	0.50	0.50			
Weighted GPA				3.44	9.00			
2011 - 2012 (Current Year)								
1014 Geometry		10	B	1.00	1.00			
2310 CP Earth Sci		10	A	0.00	1.00			
2330 CP Chem		10	A	0.00	1.50			
311 Acad. Eng 3		10	C+	0.00	1.00			

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
2008 - 2009						09/07/2011	PSSA Math Section	606
*Berwick*						10/31/2011	PSSa Writing Section	70
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								





## 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.

Student Information System  
Parent Portal  
Logged in as: carmstrong Friday, June 15, 2012

Report Card: MP2 - Report Card (11/03/2011 - 01/19/2012)  
37 N Main Avenue Buck Run, PA 17901  
School Telephone No: (123) 555-8181  
Dr. Cindy Fow Principal, Principal

Student: Armstrong, Brettlyn Surname: Armstrong ID Number: 13287  
Counselor: Bruder, Kelly Grade: 10  
Phone: 123-555-8181  
Rank: 21 (Wt.)

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 Candebub	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	94.06	99.50	85.00								
Final Average: Weighted Grade											
Cumulative: Weighted Grade											
Daily Attendance:		96.78									
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.

Student Information System  
Parent Portal  
Logged in as: carmstrong Friday, June 15, 2012

Progress Report: MP1 - 07/18/2011-10/20/2011

Demo High School  
37 N Main Avenue  
Buck Run, PA 17901  
School Telephone No: 123-555-8181  
Dr. Cindy Fow Principal, Principal

Student: Brettlyn Marie Armstrong  
Student ID: 13287  
Grade: 10

Counselor: Kelly Bruder  
Phone: 123-555-8181

Course	Course Grade	Period Attendance: Abs/Cum Abs:	Staff	Tardy/Cum Tardy:
Course: Acad. Eng 3 Course Grade: 86			Staff: Rachel Regina-m Candebub	
Course: Art Course Grade: A Work is Original/Creative		Period Attendance: Abs/Cum Abs: 2/2	Staff: Helena Marquis	Tardy/Cum Tardy: 0/0
Course: CP Chem Course Grade: B		Period Attendance: Abs/Cum Abs: 1/1	Staff: Dionisio Boteler	Tardy/Cum Tardy: 0/0
Course: CP Earth Sci Course Grade: A Participates in Class		Period Attendance: Abs/Cum Abs: 1/1	Staff: Cami Crasnick	Tardy/Cum Tardy: 0/0
Course: French I Course Grade: A Positive Attitude Works Hard Comes Prepared to Class		Period Attendance: Abs/Cum Abs: 1/1	Staff: Delroy Shaley	Tardy/Cum Tardy: 0/0
Course: Geometry Course Grade: C		Period Attendance: Abs/Cum Abs: 1/1	Staff: Mary Bosco	Tardy/Cum Tardy: 0/0

**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 Information System Parent Portal  
 Logged in as: carmstrong Tuesday, June 19, 2012  
 Home My Account Help Log off

Home Profile Attendance **Buses** ERC Custom ERC

**Student Information**

First Name: **Mathew** Middle Name: Last Name: **Smith**  
 ID Number: **20005** Grade: **K5F** Gender: **Male**

**Student Buses**

Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	B100	3	Not Specified	Not Specified
PM	B100	3	Not Specified	Not Specified

## Student Course Request

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

Student Information System Parent Portal  
 Logged in as: carmstrong Tuesday, June 19, 2012  
 Home My Account Help Log off

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card **Course Request** Gradebook Progress

**Student Information**

First Name: **Susan** Middle Name: Last Name: **Armstrong**  
 ID Number: **14027** Grade: **11** Gender: **Female**

**Course Request**

Department: **English Language Arts** OR Subject: **--Select--**

Pending Reviewed Requests  Reviewed Requests

No Results

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.



Course Request

Department: English OR Subject: --Select--

[New Request](#) [Search](#)

Select	Course#	Course Name	Department	Subject	Comments
<input type="checkbox"/>	TH0574	Indep IB Theory of Know Yr 1	English	English Language Arts	
<input type="checkbox"/>	TH0575	IB Theory Of Know Yr1	English	English Language Arts	
<input type="checkbox"/>	TH0579	IB Theory Of Know Yr2	English	English Language Arts	
<input type="checkbox"/>	TH0402	English 9	English	English Language Arts	
<input type="checkbox"/>	TH0406	English 9 R	English	English Language Arts	
<input type="checkbox"/>	TH0407	English 9 H	English	English Language Arts	
<input type="checkbox"/>	TH0408	English 10	English	English Language Arts	
<input type="checkbox"/>	TH0410	English 10 R	English	English Language Arts	
<input type="checkbox"/>	TH0411	English 10 H	English	English Language Arts	
<input type="checkbox"/>	TH0414	English 11	English	English Language Arts	
<input type="checkbox"/>	TH0416	English 11 R	English	English Language Arts	
<input type="checkbox"/>	TH0418	English 11 H	English	English Language Arts	
<input checked="" type="checkbox"/>	TH0422	AP Eng 12 Lang	English	English Language Arts	
<input type="checkbox"/>	TH0423	AP Eng 12 Lit	English	English Language Arts	

### Student Gradebook

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

Student Information System Parent Portal

Logged in as: carmstrong Friday, June 15, 2012

Home My Account Help Log off

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card Course Request **Gradebook** Progre

**Student Information**

First Name: **Brettlyn** Middle Name: **Marie** Last Name: **Armstrong**  
 ID Number: **13287** Grade: **10** Gender: **Female**

**Gradebook Assignments**

[View Gradebook Assignments](#)

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

Performance Reports posted by the teacher appear here.

Marking Period: Marking Period 4 (03/29/2012 - 06/25/2012) | Date Rang : From 03/29/2012 To 06/25/2012 | Go | Print Assignment

**Class List**

- Geometry
- Spanish 3
- Art
- CP Chem
- CP Earth Sci
- French I
- Acad. Eng 3
- Hist/Theater
- Enrichment 9
- All Classes

**Class Info**

Course	Teacher	Section	Semester	Days	Period	MP Avg	Report
Geometry	Mary Bosco	3	1,2,3,4	A,B	1-1	92.75	<a href="#">View Report</a>

**Class Work**

Category	Weight	Drop Lowest	Drop Highest	Category Avg
Assessments	1	0	0	92.75

Assignment	Due Date	Max. Pt.	Mult.	Bonus	Grade	Teacher's Comment
Assessments 3	04/11/2012	100	1	0	100	Brettlyn is starting out well this year!
Assessments 2	04/11/2012	100	1	0	92	
Assessments 1	04/11/2012	100	1	0	90	

**Assessments/Term Exams**

Assessment	Weight	Date	Grade

Click the plus or minus sign to expand or collapse

Indicates a teacher comment about this assignment

## 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 Information System | Parent Portal | CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Logged in as: carmstrong | Friday, June 15, 2012 | Home | My Account | Help | Log off

Schedule | Discipline | Immunization | Transcript | Report Card | Course Request | Gradebook | Progress Report | Assessments | **Fees**

**Student Information**

First Name: **Susan** | Middle Name: | Last Name: **Armstrong**  
 ID Number: **14027** | Grade: **11** | Gender: **Female**

**Student Fees**

Invoice #	Fee Type	Fee Code	Fee	Fee Date	Total Payment	Balance
011222000	EQPT	Mou	\$15.00	08/10/2011	\$ .00	\$15.00
<b>Total Balance</b>						<b>\$15.00</b>



## Student Assessments

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

The screenshot shows the 'Assessments' page in the Parent Portal. At the top, there are navigation tabs: Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Course Request, Gradebook, Progress Report, **Assessments**, and Fees. The 'Assessments' tab is highlighted with a red box. Below the navigation is the 'Student Information' section, which includes: First Name: **Brettlyn**, Middle Name: **Marie**, Last Name: **Armstrong**, ID Number: **13287**, Grade: **10**, and Gender: **Female**. Below this is the 'Assessments' table, which is also highlighted with a red box in the top right corner. The table has columns for Date, Assessment, Language, Modification, and various assessment codes (GR, SM, GS, RA, CSI, SS, LP, NP, NC, NS, LS, LV, AS, ACHRA, ACHRB, ACHRC, ACHRD, ACHRE, MULT, OPEN). The first row shows an assessment on 07/20/2011 for 'PSSA Math Section' in English, with a score of 610. Below the table are several rows of assessment details, including 'Grade Equivalent', 'Standard Met', 'Grade Stanine', 'Score', 'Cognitive Skills Index', 'Scaled Score', 'Percentile', 'National Percentile', 'Normal Curve Equivalent', 'National Stanine', 'Local Stanine', 'Performance Level', 'Age Stanine', 'PSSA Anchor A', 'PSSA Anchor B', 'PSSA Anchor C', 'PSSA Anchor D', 'PSSA Anchor E', 'PSSA Multiple Choice Raw', and 'PSSA Open-Ended Raw'.

## PORTAL ICONS

### Home

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

The screenshot shows the Home page in the Parent Portal. At the top, there are navigation tabs: Home, My Account, Help, and Log off. The 'Home' tab is highlighted with a red box. Below the navigation is the 'Student(s)' section, which contains a table with columns for ID, First Name, Middle Name, Last Name, School, and Grade. The table lists four students: 13287 (Brettlyn Marie Armstrong, Demo High School, Grade 10), 20005 (Mathew Smith, Demo Elem School, Grade K5F), 14027 (Susan Armstrong, Demo High School, Grade 11), and 20068 (John William Armstrong, Demo Middle School, Grade 6). Below the table is the 'Announcement(s)' section, which contains a table with columns for Title, School, and District. The table lists one announcement: 'Welcome to the CSIU Parent Portal' from Demo District. At the bottom of the page, there is a 'Demo District' logo and a navigation bar showing 'Page 1 of 1'.



## 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.

**CSIU Parent Portal F.A.Q.**

**1 What is the CSIU Parent Portal?**

2 The CSIU Parent Portal is a highly secure, Internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by your school district.

**2 How do I register for a Parent Portal Account?**

3 Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

**3 What if I forget my password?**

4 If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

**2 What if I do not receive a response email about my password inquiry?**

4 First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

## 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.

Change Password	
Old Password	<input type="text"/>
New Password	<input type="text"/> (should be a minimum of 6 characters with at least 1 number)
Confirm Password	<input type="text"/>
Change Username	
Your Current User Name	<b>littlebear</b>
New User Name	<input type="text"/>
Confirm User Name	<input type="text"/>
Change Email	
Current Primary Account Email Address	<b>lcardennis@csiu.org</b>
New Primary Account Email Address	<input type="text"/>
Confirm New Primary Account Email Address	<input type="text"/>
<input type="button" value="Update Account Information"/>	



## 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.

The information listed below reflects what is currently stored in the district's student management system. To add or update your personal information, please enter your changes below and click "Update Personal Info".

**Update Personal Info**

### Basic Information

Salutation

\* First Name  \* Last Name

\* Gender  Female  Male Education Level

Mailing Address **010 Long Lane Box 500 Buck Run, PA 17901**

### Phone Information

Add Phone

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority
<input checked="" type="checkbox"/>	717-555-1245		Work Phone	<input type="checkbox"/>	1
<input checked="" type="checkbox"/>	123-555-4563		Cell Phone	<input type="checkbox"/>	2

### Email Information

Add Email

Delete	Email Address	Email Type
<input checked="" type="checkbox"/>	lhartline@csiu.org	WORK
<input checked="" type="checkbox"/>	something@email.org	HOME

**Update Personal Info**

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.



[Personal Information](#) | [Environmental Settings](#)

**Environmental Settings**

	Select this option if you want to receive copies via US Postal Service.	Select this option if you do not want to receive copies via US Postal Service.
<b>April Abramson ( 000014026 )</b>		
Report Cards	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Progress Reports	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
ERC	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Transcript	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
<b>Joan Abramson ( 998547 )</b>		
Report Cards	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Progress Reports	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
ERC	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Transcript	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
<b>Arlis Abramson Jr. ( 10588 )</b>		
Report Cards	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Progress Reports	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
ERC	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online
Transcript	<input type="checkbox"/> US Mail and Online	<input checked="" type="radio"/> Online

[Update Settings](#)

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.

**Student Picture Settings**

Select this, if you don't want to show student's picture on portals.

<b>Macklin Alberti ( 20002 )</b>	<input type="checkbox"/> Do Not Show
<b>Richard Alberti ( 12860 )</b>	<input type="checkbox"/> Do Not Show

[Update Settings](#)

### Log Off

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