

Family Portal

[Link to Family Portal](#)

[Link to Family Portal Help Request](#)

REGISTERING AND LOGGING INTO FAMILY ACCESS

Parents must register for access prior to logging in to the Family Portal. To complete the process, you will need the Access Key provided by your school.

1. On the Family Access page, click the **I Need to Register** button.
2. Enter the Parent Access Key provided by the school and click **Submit**.
3. On the Account Registration page, complete all fields and click **Create Account**.

* Username: moonwalker
* Password: *****
* Confirm Password: *****
* Password Hint 1: What is your favorite sports team? [dropdown]
* Answer: [text field]
* Password Hint 2: Your First Job [dropdown]
* Answer: [text field]
* Password Hint 3: Birth Place [dropdown]
* Answer: [text field]

Figure 1 –All fields must be completed on the Account Registration page before you can create an account.

Note: Be sure to choose questions and answers that you will remember or write down your information in case you lose or forget your password.

4. After the account has been created, you will be redirected back to the Parent Login home screen.
5. **THE DISTRICT NUMBER WILL BE ALREADY FILLED IN.** Enter your Username and Password and click **Log In**.

District: 33
Username: moonwalker
Password: *****
[Log In button]

Figure 2 – Enter the Username and Password to Log in for Parent Access.

Note: If you have more than one student at the school, you will have to select individual students after logging in to the Portal.

RETRIEVING A FORGOTTEN PASSWORD

Sometimes passwords are lost or forgotten. In order to retrieve your password, you must know your District Number and your Username.

1. On the Family Access page, click the I Forgot my Password button.
2. Enter the required District Number **722** and Username and click Continue.
3. Answer each Password Hint and click Reset Password.

* Indicates Required Info
Password Hint 1: What is your mother's maiden name?
* Answer: moonwalker
Password Hint 2: Your First Job
* Answer: [text field]
Password Hint 3: Birth Place
* Answer: [text field]
[Reset Password] [Cancel]

Figure 3 – Answer each Password Hint questions and click Reset Password.

4. Enter and confirm the new password and click Change Password.

User Login: moonwalker
Password: nhkljrVAtkGS
* New Password: [text field]
* Confirm Password: [text field]
[Change Password]

Figure 4 –Enter and confirm the new password. Your new password may not be the same as a password used in the past 100 days.

Family Portal

FAMILY ACCESS NAVIGATION

Family Access offers parents, students, and caretakers the ability to view pertinent student information.



Figure 5 – The tabs on the Family Access main page offer areas for Parents, Students, and Caretakers to find pertinent information.

- Attendance: Overviews daily and summary information on student attendance.
- Schedule: Includes both a term and daily student schedule.
- Gradebook: Presents student grades for all courses.
- Progress Report: Includes quarterly reporting grades for all student courses.
- Graduation Requirements: Lists the Credits Required for graduation for each subject area with student Credits Earned, Credits in Progress, and Credits Needed. (Not Currently Available)
- Discipline: Lists Discipline History with Incident and Event details. (Not Currently Available)
- Fees: Details the Charges and Payments on student accounts. (Not Currently Available)
- My Profile: Includes contact information for Family Access users and allows Users to request address, phone, and email changes.

REQUEST PHONE/ADDRESS CHANGE

Family Access users can submit a phone/address change through My Profile.

1. Family Access > My Profile.
2. Click Edit Phone/Address.
3. Complete the required fields: Mailing Address, City, State, and Phone and click Update Phone/Address.

* Mailing Address:	<input type="text" value="130 Anchorhead Road"/>
Mailing Address 2:	<input type="text"/>
* City:	<input type="text" value="Bistine"/>
* State:	<input type="text" value="Michigan"/>
Zip Code:	<input type="text" value="38521"/>
* Phone:	<input type="text" value="(815)3426756"/>
Ext.:	<input type="text"/>
Phone Type:	<input type="text" value="Cell"/>

Figure 6 – Complete the required fields and click Update Phone/Address.

Note: Completing the Update Phone/Address section submits a request to school administration to update records. Once it has been approved by administration it will be reflected on the My Profile page.

VIEWING STUDENT GRADES

Family Access Users can view student grades for individual courses.

1. Click the Gradebook tab at the top of the Family Access page.
2. To see the grades for a particular class, click the Course Id in the left column.

810R-1	Accl. Reading 8th FY	3	Feyler, Berenice (primary)	[Grades] [Assignments]
830I-1	Science 8th FY	3	Canube, Hobbi-One (primary)	
701M-3	Language Arts 7th	4	Cawthorn, Britton (primary)	

Figure 7 – Courses with grades attributed to them will have links in the right column. Clicking Grades here will also take you to the gradebook.

3. In the Options section, click Review Grades for this class.

Note: The Grades area also allows Family Access users to view assignments.

RECEIVING IMPORTANT MESSAGES

Family Access users can receive Important Messages through the portal.

1. Login to the Family Access page. The opening screen will display Important Messages.

Important Messages		
This is a list of important messages you should read. Check the box beside messages which require that you acknowledge that you have read and understand the documents attached.		
Displaying 1-1 of 1 Items		
Message ID	Subject	
1708	Parent/Teacher Conferences	McClellan, Margaret C <input type="checkbox"/>
<input type="button" value="Proceed"/>		

Figure 8 – Important Messages will display upon entry into the Family Access Portal

2. Click on the selected message in the Subject column.
3. After reading the message, click Back to List.
4. Check the box in the right column and click Proceed.

Note: If the box is not checked, you will not be allowed to proceed into the portal.

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Figure 1 – Parent Portal Log On Page (Use District Number 722)

Previous year's Username and Password should be used:

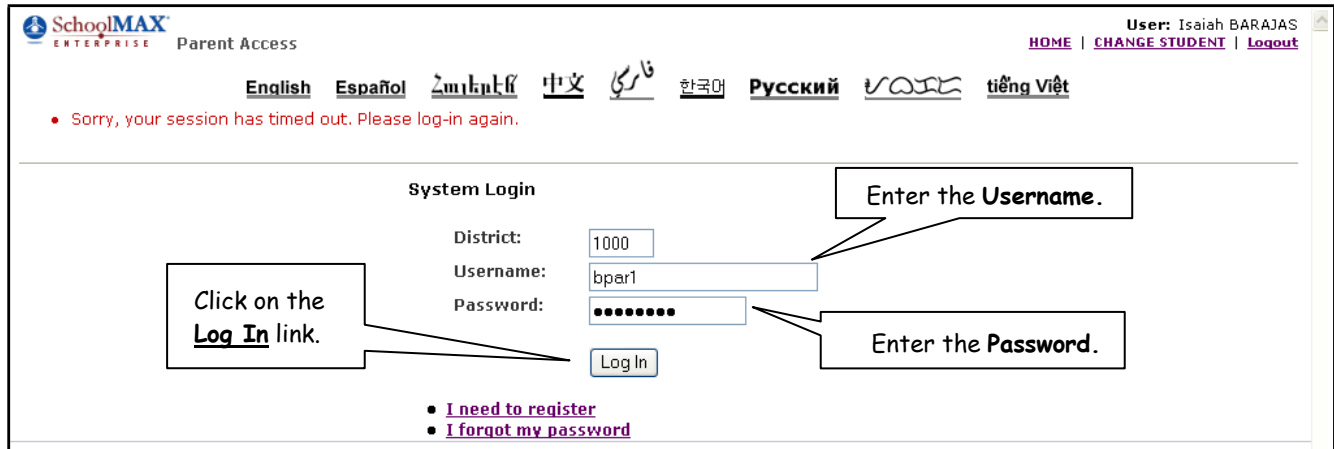


Figure 2 – Parent Portal Log On Page English and Spanish currently available.

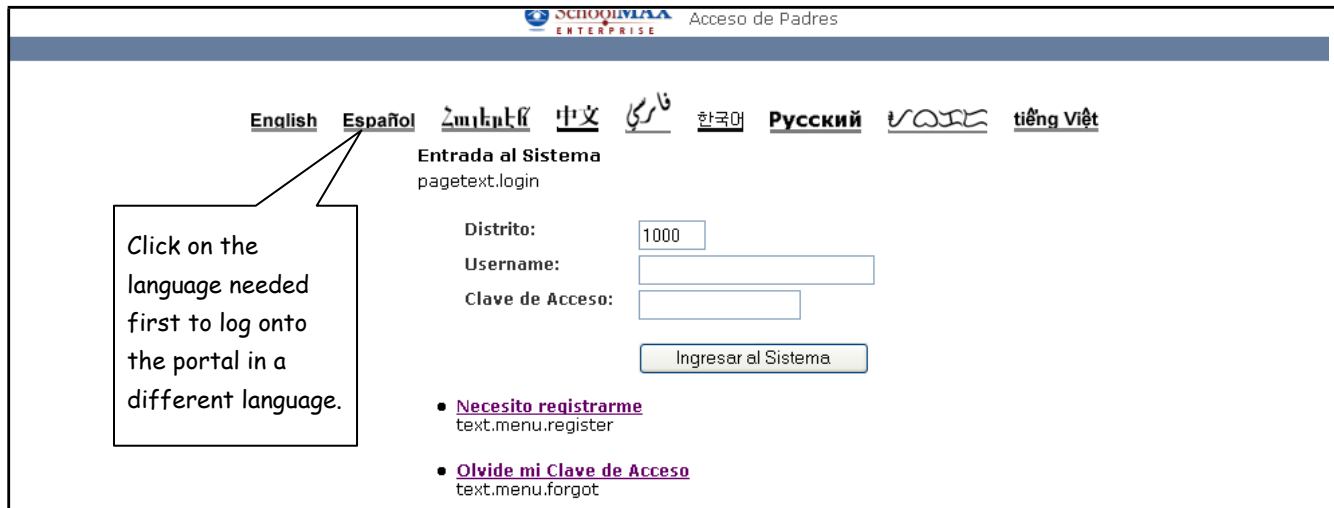
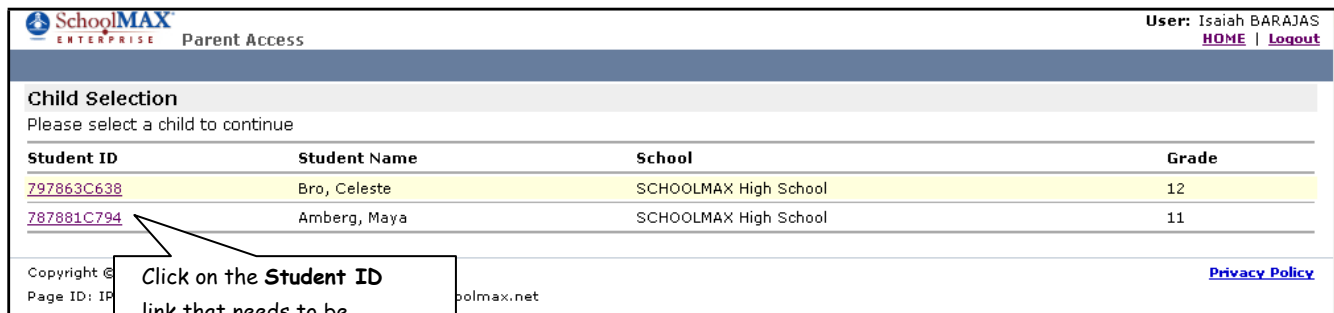


Figure 3 – Main Menu Page



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Figure 4 – Parent Portal Student Main Page

Click on the **Attendance** link to view student's attendance record.

SchoolMAX ENTERPRISE Parent Access User: Isalah BARAJAS
[HOME](#) | [CHANGE STUDENT](#) | [Logout](#)

Attendance	Schedule	Gradebook	Progress Report	Graduation Requirements	Discipline	Fees	My Profile
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787881C794 Amberg, Maya

General Information

Student ID:	787881C794	Date of Birth:	12/06/1997
Student:	Amberg, Maya Destany	Home Phone:	(818)823-7935
Home Address:	Valley Park Drive RESEDA, CA 91335-2224	Grade Level:	11

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Figure 5 – Parent Portal Student Attendance Information

ENTERPRISE Parent Access HOME | [CHANGE STUDENT](#) | [Logout](#)

Attendance **Schedule** Gradebook Progress Report Graduation Requirements Discipline Fees My Profile

7878B1C794 Amberg, Maya

Summary Attendance for the year

Course ID	Course Name	# of Absences	# of Tardies
F159 - 4	H AM LIT COMP	0	0
F254 - 2	SPAN SP 2A	0	0
F348 - 6	ALGEBRA 2A	0	0
F420 - 1	DRILL TEAM	0	4
F521 - 3	H CHEMISTRY A	0	0
F574 - 1	H US HIST 20 A	0	0
F882 - 17	HOMEROOM-PEJC	0	0
S109 - 2	DRAWING B	3	1
S159 - 4	H CONTEMP COMP	1	0
S254 - 2	SPAN SP 2B	1	0
S348 - 8	ALGEBRA 2B	0	0
S351 - 2	ALGEBRA 2A	1	0
S420 - 1	DRILL TEAM	3	0
S521 - 3	H CHEMISTRY B	1	0
S574 - 1	H US HIST 20 B	0	0

Today's Attendance

Course ID	Course Name	Period	Type	Reason Code	Time In	Time Out
Not Absent or Tardy Today						

Today's Hourly Attendance

Course ID	Course Name	Period	Type	Reason Code
Not Absent or Tardy Today				

Absences This Year

Date	Course ID	Course Name	Period	Reason Code
06/21/2006	S109 - 2	DRAWING B	1	UC - Uncleared
06/21/2006	S420 - 1	DRILL TEAM	1	UC - Uncleared
06/07/2006	S109 - 2	DRAWING B	1	1 - Excused
06/07/2006	S420 - 1	DRILL TEAM	1	1 - Excused
06/07/2006	S521 - 3	H CHEMISTRY B	2	1 - Excused
06/07/2006	S351 - 2	ALGEBRA 2A	3	1 - Excused
06/07/2006	S159 - 4	H CONTEMP COMP	4	1 - Excused
06/07/2006	S254 - 2	SPAN SP 2B	5	1 - Excused
06/02/2006	S109 - 2	DRAWING B	1	UC - Uncleared
06/02/2006	S420 - 1	DRILL TEAM	1	UC - Uncleared

Hourly Absences This Year

Date	Course ID	Course Name	Period	Reason Code
Never Absent				

Tardies This Year

Date	Course ID	Course Name	Period	Reason Code	Time In	Time Out
06/06/2006	S109 - 2	DRAWING B	1	GO - Guidance Off	08:14 AM	
12/02/2005	F420 - 1	DRILL TEAM	1	UC - Uncleared		
11/28/2005	F420 - 1	DRILL TEAM	1	UC - Uncleared		
11/14/2005	F420 - 1	DRILL TEAM	1	UC - Uncleared		
11/04/2005	F420 - 1	DRILL TEAM	1	UC - Uncleared		

Hourly Tardies This Year

Date	Course ID	Course Name	Period	Reason Code
Never Tardy				

Click on the **Scheduling** link to see the student's schedule.

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Figure 7 – Parent Portal Student GradeBook

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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Attendance Schedule **Gradebook** Progress Report Graduation Requirements Discipline Fees My Profile

787881C794 Amberg, Maya

Gradebook [Unofficial Transcript](#)

Change Gradebook:

Course ID	Course Name	Term	Period	Instructor(s)	
F420-1	DRILL TEAM	AF	1	Dziedzic, Cecil (primary)	
S109-2	DRAWING B	AS	1	Aaby, Valerie (primary) Raguay, Micaela	[Grades] [Assignments]
S420-1	DRILL TEAM	AS	1	Dziedzic, Cecil (primary)	
F521-3	H CHEMISTRY A	AF	2	Jacobs, Marlee (primary)	
S521-3	H CHEMISTRY B	AS	2	Jacobs, Marlee (primary)	
F348-6	ALGEBRA 2A	AF	3	Thiel, Makaila (primary)	
S348-8	ALGEBRA 2B	AS	3	Thiel, Makaila (primary)	
S351-2	ALGEBRA 2A	AS	3	Galyan, Maranda (primary)	
F159-4	H AM LIT COMP	AF	4	Baze, Keely (primary)	
S159-4	H CONTEMP COMP	AS	4	Baze, Keely (primary)	
F254-2	SPAN SP 2A	AF	5	Liess, Cristina (primary)	
S254-2	SPAN SP 2B	AS	5	Liess, Cristina (primary)	
F574-1	H US HIST 20 A	AF	6	Munion, Francesca (primary)	
S574-1	H US HIST 20 B	AS	6	Munion, Francesca (primary)	
F882-17	HOMEROOM-PEJC	TF	7	Cosgrove, Kiana (primary)	

Click on the **Assignments** link.

Figure 8 – Parent Portal Student GradeBook

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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Attendance Schedule **Gradebook** Progress Report Graduation Requirements Discipline Fees My Profile

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Class: S109-2 DRAWING B

Assignments Sort by:

Displaying 1-6 of 6 Items

Assignment	Start Date	Due Date	Max Points	Score	Comments	Status
Chapter 11 Work Area	06/01/2006	06/05/2006	100.0			Incomplete
Homework #1	06/01/2006	06/06/2006	25.0	22	Nice work Maya!	Complete
Quiz #1	06/06/2006	06/06/2006	20.0	17		Complete
Current Event		06/10/2006	10.0			Incomplete
Project #1	06/01/2006	06/16/2006	100.0	N/A	Very good!	Complete
Chapter Review 10		06/22/2006	100.0	69		Complete

To view assignment details click on the **Assignment** name link.

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Figure 9 – Parent Portal Student GradeBook

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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787881C794 Amberg, Maya

Classwork: Chapter Review 10

Start Date: _____
Due Date: 06/22/2006
Max Points: 100.0
Description: Chapter Review for Chapter Ten, Outdoor Drawing

Required Materials

Item
Drawing Canvas

Recommended Reading List

Title	Author
Outdoor Drawing for Dummies	Barbara DelBove

To view the student's grades, click on the **Progress Report** link.

Family Portal

Figure 10 – Parent Portal Student Progress Report

Parent Access

User: Isaiah BARAJAS
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Attendance

Schedule

Gradebook

Progress Report

Graduation Requirements

Discipline

Fees

My Profile

787881C794 Amberg, Maya

Change Academic Year: 2006 Go

Course ID	Course Name	Academic - Progress 1	Academic - Term	Academic - Progress 2	Academic - Final
F159-4	H AM LIT COMP	B			
F254-2	SPAN SP 2A	B			
F348-6	ALGEBRA 2A	B			
F420-1	DRILL TEAM	A			
F521-3	H CHEMISTRY A	D			
F574-1	H US HIST 20 A	A			
F882-17	HOMEROOM-PEJC				
S109-2	DRAWING B			A	A
S159-4	H CONTEMP COMP				
S254-2	SPAN SP 2B				
S348-8	ALGEBRA 2B				
S351-2	ALGEBRA 2A				
S420-1	DRILL TEAM				
S521-3	H CHEMISTRY B				
S574-1	H US HIST 20 B				

F159-4 H AM LIT COMP

Comments: ?

B

F254-2 SPAN SP 2A

Comments: ?

B

F348-6 ALGEBRA 2A

Comments: ?

B

F420-1 DRILL TEAM

Comments: ?

A

F521-3 H CHEMISTRY A

Comments: ?

D

F574-1 H US HIST 20 A

Comments: ?

A

F882-17 HOMEROOM-PEJC

Comments: ?

S109-2 DRAWING B

Comments: ?

A

01,03 A 01,05

Click on the **Graduation Requirements** link to check on student's progress towards graduation.

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Figure 11 – Parent Portal Student Graduation Requirements **NOT CURRENTLY AVAILABLE**

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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787881C794 Amberg, Maya

Student Assigned Graduation Standards

Click on the Group ID to see individual requirements.

Displaying 1-1 of 1 Items

Gs Group ID	Graduation Year	School Name	Diploma Type
1054	2006	SCHOOLMAX High School	College Prep

Figure 12 – Parent Portal Student Graduation Requirements **NOT CURRENTLY AVAILABLE**

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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787881C794 Amberg, Maya

Graduation Requirements Summary

College Entry: _____ Plans to Attend College: 4yr

Graduation Standard: 2006 - College Prep

Credits By Department Code

Subject Area	Credits Required	Credit Earned	Credits In Progress	Credits Needed
English	20.0			20.0
Foreign lang	5.0			5.0
Mathematics	20.0			20.0
Physical Ed	5.0			5.0
Science	10.0			10.0

Credits By Competency

Competency	Credit Earned	Credits In Progress
Computer Literacy		
Math competencies		

Tests Taken By Students

Test Type	Date Tested	Performance Level
No records were found.		

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Click on the Discipline link.

Family Portal

Click on the **Fees** link.

Figure 13 – Parent Portal Student Discipline **NOT CURRENTLY AVAILABLE**

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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Discipline History

Incident Date	Incident Time	Event	Referred By ID	Response	Response From Date	Response To Date
02/01/2006	09:00 AM	Damage Property		SCHOOL SUSPENSION	02/06/2006	02/06/2006

Figure 14 – Parent Portal Student Fees **NOT CURRENTLY AVAILABLE**

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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Attendance Schedule Gradebook Progress Report Graduation Requirements Discipline Fees **My Profile**

787881C794 Amberg, Maya

Student Fees

Charges

Displaying 1-2 of 2 Items

School ID	School Year	Fee Type	Description	Fee Code	Charge Date	Charge Amount	Balance
SCHOOLMAX High School	2006		Damage to Property	Year Book	10/04/2006	\$35.00	\$30.00
SCHOOLMAX High School	2006		Fee for Drawing	S109	10/04/2006	\$25.00	\$20.00

Payments

School ID	School Year	Trans ID	Payment Date	Payment Amount	Charge Trans ID	Fee Type	Fee Category	Fee Code	Description	Amt Applied to Charge	Balance
SCHOOLMAX High School	2006	322	10/04/2006	\$10.00	320			Year Book	Damage to Property	\$5.00	\$30.00
					321			S109	Fee for Drawing	\$5.00	\$20.00

Figure 15 – Parent Portal Personal Profile **USE TO CHANGE ACCOUNT INFORMATION**

SchoolMAX ENTERPRISE Parent Access User: Isaiah BARAJAS
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My Profile

User ID: bpar1 [\[Change Password\]](#) Name: BARAJAS, Isaiah

Address: Valley Park Drive Attendance Alert: Yes
SEEDA, CA 91335-2224

E-Mail: test@test.com Phone: (818) 888-1188 (Work)

[Edit Profile](#)

Click the **Change Password** link to change the password.

Click the **Edit Profile** link to change personal profile information.

Click the **Change Student** link to view another child.