



# SchoolMAX™

# i-Parent

## Topics covered:

- Using This Parents' Guide
- Registering For Access
- Changing Your Password
- Logging On
- Selecting A Student
- Logging Off
- Viewing Student Information
- Selecting/Viewing Preferences



## Parents' Guide

Version 3.2.0

# Registering For Access

## *I Have Not Registered Yet-What Should I Do?*

**Note:** If you have registered for i-Parent, proceed to page 16. If you have not registered, perform steps 1-3 on page 16 and then return to this page.

If you have not yet registered to use i-Parent, click the [I haven't registered yet.] button.

After doing so, the following screen will appear and you will need to enter your “First and Last Name”, “District number”, and “Your iParent access key”, which will be provided by the district. Then, click the [Continue] button as shown below.

# Registering For Access

## *I Have Not Registered Yet-What Should I Do? (Continued)*

After clicking the [Continue] button on the previous page, the following screen will appear. You will now need to validate your access key by entering the birth date of your oldest child currently enrolled in the district. Then, click the [Continue] button as shown below.

**i-Parent**

### iParent parent registration

To validate your SchoolView access key, enter the birth date of **your oldest child currently enrolled in district 7053.**

1988 July 21

**Continue**

**For assistance see contact information below**

iParent contact for district 7053

Dale Shaver  
209.243-8272  
[daleshaver@nomeusd.net](mailto:daleshaver@nomeusd.net)

[Log out](#)

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# Registering For Access

## *I Have Not Registered Yet-What Should I Do? (Continued)*

Doing so will take you to the screen shown below. You should now enter the following:

Preferred user name:	_____
Password:	_____
<b>Note: Passwords are case sensitive!</b>	
Confirm password:	_____
Password hint:	
Select <u>three</u> questions and provide answers.	

After you have entered all of the information discussed above, click the [Log in] button as shown in the screenshot below.

MAXIMUS iParent - Microsoft Internet Explorer provided by MAXIMUS

File Edit View Favorites Tools Help

### i-Parent

#### iParent registration

Please fill out the following information to set up your iParent account.

**Preferred user name (may not contain any spaces):**  **This will be the user name you will enter each time you log into iParent**

**Your password must:**

- start with a letter (not a number)
- be at least **eight** characters in length
- include at least one **numeral** (0-9)
- not include any spaces
- not repeat the same character more than three times in a row (e.g., aaa or 777)

**Password: (Case sensitive)**

**Confirm password:**

**Password hint:** Please answer the following questions in case you forget your password.

**First question:**

**Answer to first question:**

**Second question:**

**Answer to second question:**

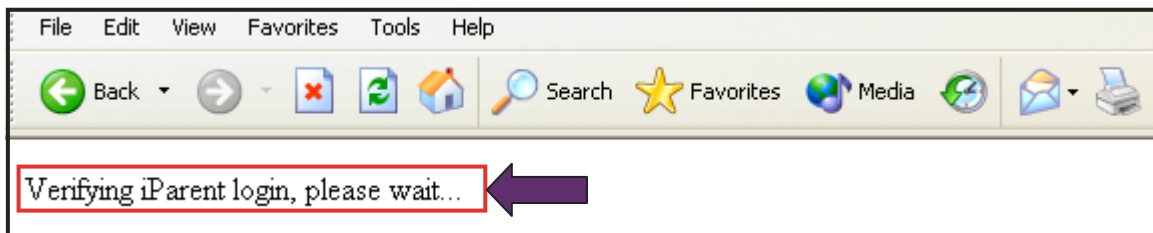
**Third question:**

**Answer to third question:**

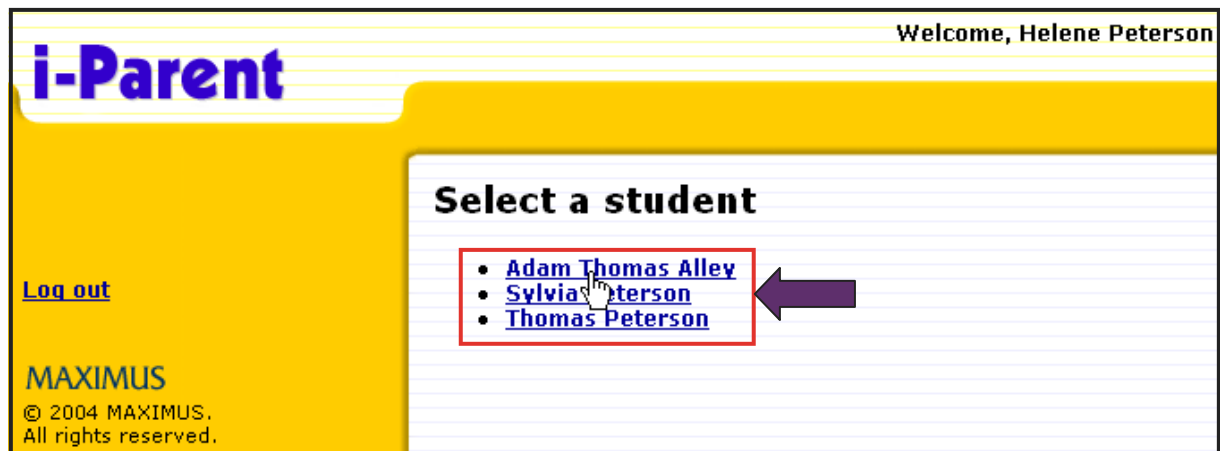
# Registering For Access

## *I Have Not Registered Yet-What Should I Do? (Continued)*

Once you have entered your Preferred user name, Password, and answered the three necessary questions for password verification, you should see the following:



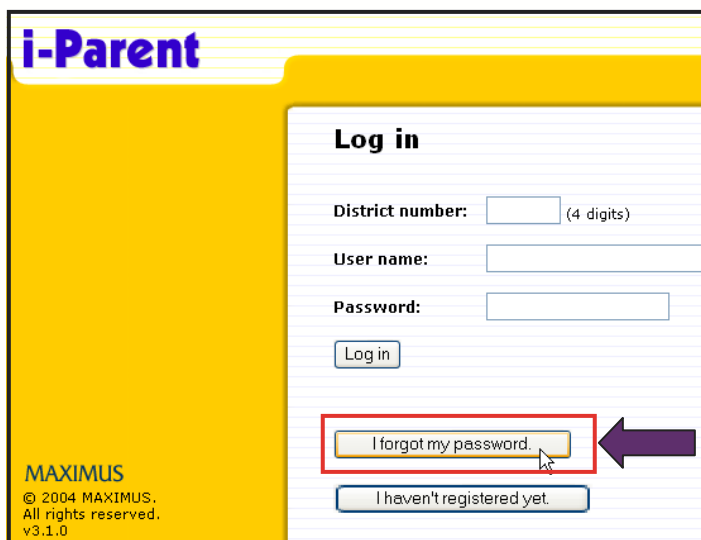
After you have successfully logged in, you will see a list of the children that you have access to on the "Select a student" screen shown below. Chapter 2 will address how you may view various information on each student.



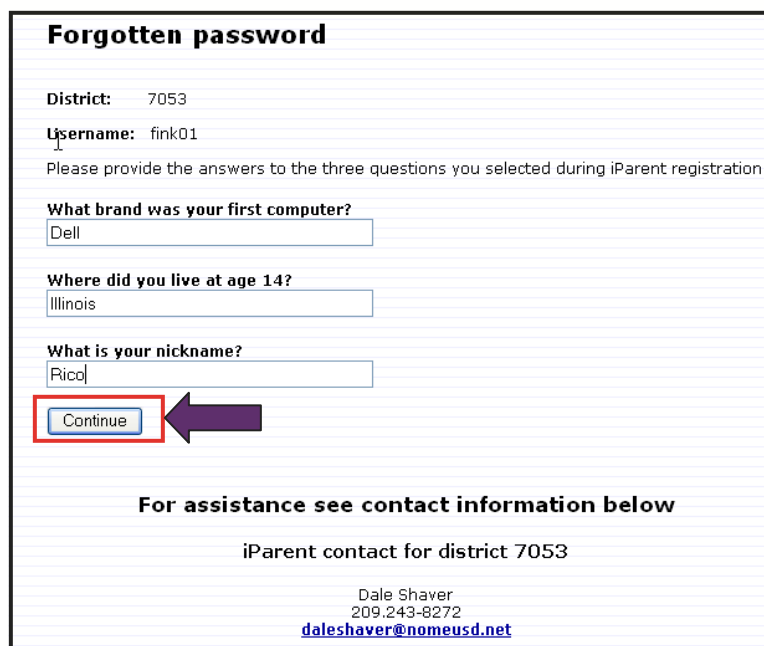
# Password Maintenance

## *I Forgot My Password-What Should I Do?*

If you are not able to log in successfully due to the fact that you have lost or forgotten your password, you may click the [I forgot my password.] button **AFTER** entering your “District number” and “User name”.



After doing so, the following screen will appear and you will be required to provide the answers to the three questions you selected during i-Parent registration. After answering all three questions, click the [Continue] button as shown below.



# Password Maintenance

## *I Forgot My Password-What Should I Do? (Continued)*

The “Change password” screen will appear and you will now be able to enter and re-enter a new password and then click the [Submit] button. After doing so, you should receive the following message: “Password changed successfully.”

### Change password

District: 7053  
Username: fink01

**Your password must:**

- start with a letter (not a number)
- be at least **eight** characters in length
- include at least one **numeral** (0-9)
- not include any spaces
- not repeat the same character more than three times in a row (e.g., aaa or 777)

Enter new password:

Re-enter new password:

**For assistance see contact information below**

iParent contact for district 7053

Dale Shaver  
209.243-8272  
[daleshaver@nomeusd.net](mailto:daleshaver@nomeusd.net)

Password changed successfully.

### Change password

District: 7053

Username: fink01

Enter old password:

**Your password must:**

- start with a letter (not a number)
- be at least **eight** characters in length
- include at least one **numeral** (0-9)
- not include any spaces
- not repeat the same character more than three times in a row (e.g., aaa or 777)

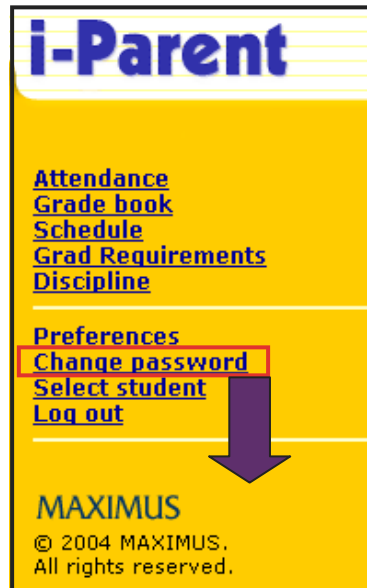
Enter new password:

Re-enter new password:

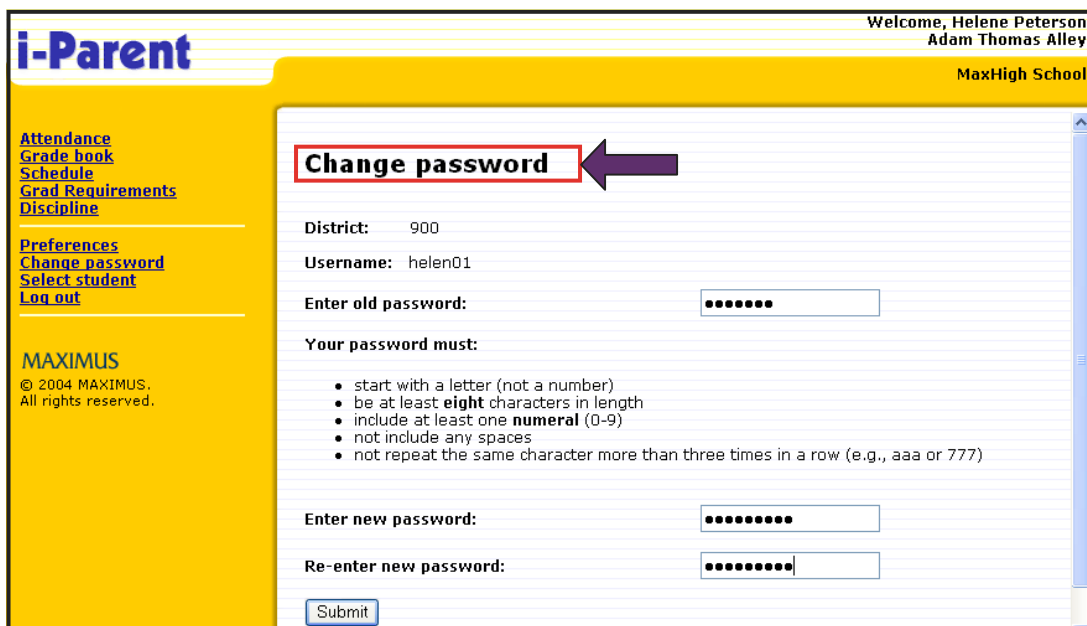
# Changing Your Password

## *Changing Your Password*

Once you have logged in, you may change your password at any time by clicking the **Change password** link as shown below.



After clicking the link shown above, you will be taken to the “Change password” screen.



A screenshot of the i-Parent 'Change password' screen. The page has a yellow header with the i-Parent logo on the left and 'Welcome, Helene Peterson Adam Thomas Alley MaxHigh School' on the right. The main content area is white. On the left, there is a yellow sidebar with navigation links: Attendance, Grade book, Schedule, Grad Requirements, Discipline, Preferences, Change password (highlighted with a red box and a purple arrow), Select student, and Log out. Below the sidebar, it says 'MAXIMUS © 2004 MAXIMUS. All rights reserved.' The main content area contains the following fields and text:

- District: 900
- Username: helen01
- Enter old password:
- Your password must:
  - start with a letter (not a number)
  - be at least **eight** characters in length
  - include at least one **numeral** (0-9)
  - not include any spaces
  - not repeat the same character more than three times in a row (e.g., aaa or 777)
- Enter new password:
- Re-enter new password:
- Submit

# Changing Your Password

## Changing Your Password (Continued)

Next, you should complete the following:

Enter old password:

Your password must:

- start with a letter (not a number)
- be at least **eight** characters in length
- include at least one **numeral** (0-9)
- not include any spaces
- not repeat the same character more than three times in a row (e.g., aaa or 777)

Enter new password:

Re-enter new password:

Enter old password:

Enter new password:

Re-enter new password:

**Note: Passwords are case sensitive!**

Using your mouse, click the [**Submit**] button only once!



After doing so, you should receive the following message:

**Password changed successfully.**

**Change password**

District: 7053

Username: fink01

Enter old password:

Your password must:

- start with a letter (not a number)
- be at least **eight** characters in length
- include at least one **numeral** (0-9)
- not include any spaces
- not repeat the same character more than three times in a row (e.g., aaa or 777)

Enter new password:

Re-enter new password:

**Note: You may change your password only ONCE each day!**

# Logging On

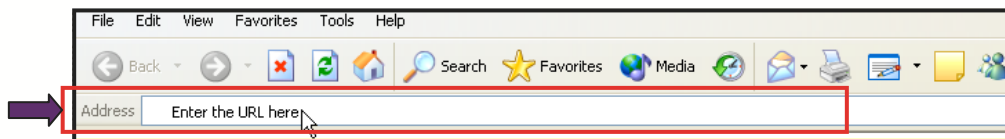
## Logging On To i-Parent

**Step 1:**

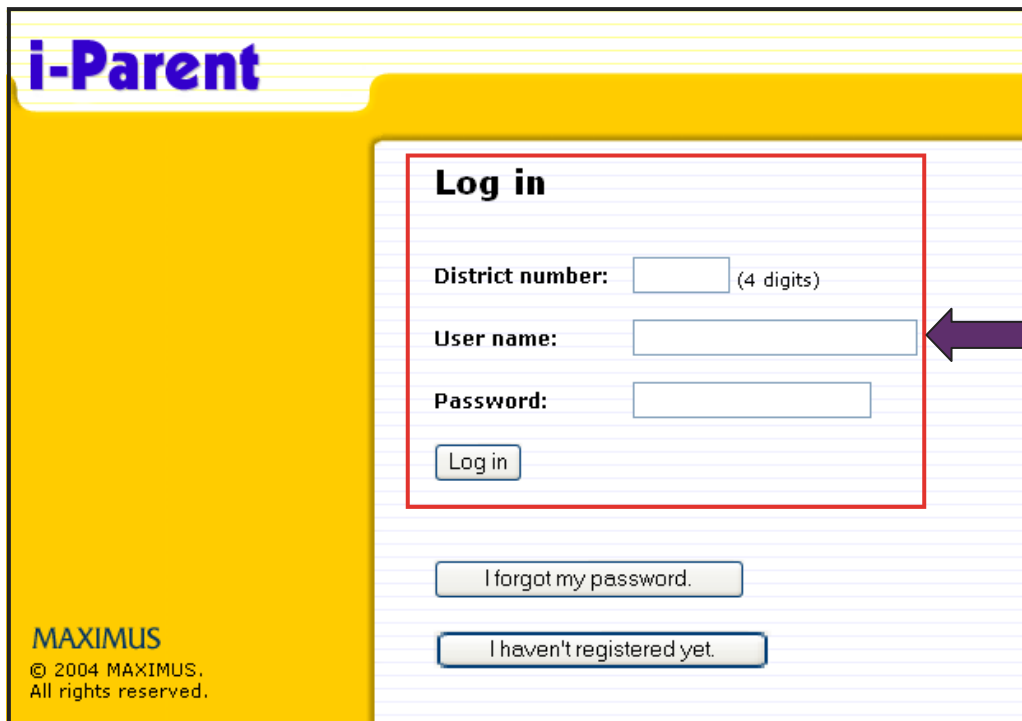


Double click the Internet Explorer icon on your desktop. If your browser home page has been set to automatically go to the **i-Parent** login screen, proceed to **Step 4**.

**Step 2:** Enter the URL your district provided in the “Address” field of your browser.



**Step 3:** Press the <Enter> key and the following screen will appear.

A screenshot of the i-Parent login screen. The page has a yellow background. In the top left corner, the text "i-Parent" is written in blue. In the bottom left corner, the text "MAXIMUS © 2004 MAXIMUS. All rights reserved." is written in black. The main content area is white and contains a "Log in" form. The form has a red border and contains the following fields: "District number:" followed by a text input box with "(4 digits)" to its right; "User name:" followed by a text input box; and "Password:" followed by a text input box. Below these fields is a "Log in" button. Below the "Log in" button are two buttons: "I forgot my password." and "I haven't registered yet." A purple arrow points to the "User name:" input box from the right.

## Logging On To i-Parent (Continued)

**Log in**

District number:  (4 digits)

User name:

Password:

### Step 4:

To log on to **i-Parent**, enter the following:

District number:

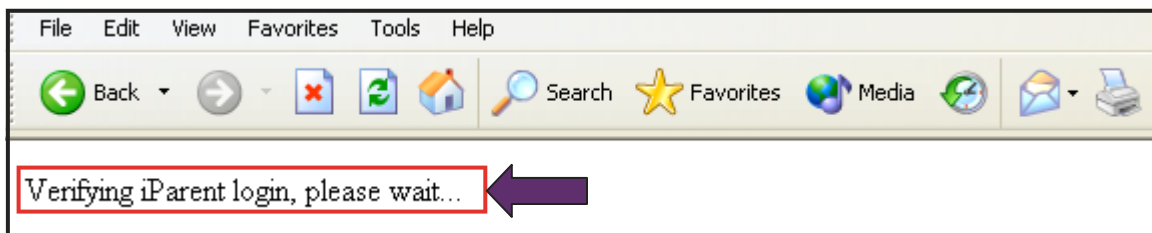
User name:

Password:



Using your mouse, click the [Log in] button only once.

The verification screen shown below will appear after clicking the [Log in] button.



If you have entered the wrong District number, User name, Password or any combination of these, you will receive the message shown below. If you receive this message, please check that you have entered the correct information and that the <Caps Lock> key is not on if your password does not contain any capital letters.

**Invalid login.**

**Log in**

District number: 7053 (4 digits)

User name: fink01

Password:

# Student Selection

## Selecting A Student

Once you have successfully logged in, your name should appear in the upper right-hand corner and you may now select a student in order to view his/her information. To do so, click the **Student's Name** link as shown below.

**i-Parent**

Welcome, Helene Peterson

[Log out](#)

**Select a student**

- [Adam Thomas Alley](#)
- [Sylvia Peterson](#)
- [Thomas Peterson](#)

Click the **Student's Name**

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After clicking the **Student's Name** link shown above, you will automatically be taken to his/her schedule for today. The student's name should now appear in the upper right-hand corner under your name. If today is a weekend or non-school day, no schedule will appear as shown below; however, a regular school day schedule would display similar to the second screenshot below.

**i-Parent**

Welcome, Helene Peterson  
Adam Thomas Alley

MaxHigh School

[Attendance](#)  
[Grade book](#)  
[Schedule](#)  
[Grad Requirements](#)  
[Discipline](#)

[Preferences](#)  
[Change password](#)  
[Select student](#)  
[Log out](#)

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**Today's schedule: Saturday, January 8, 2005**

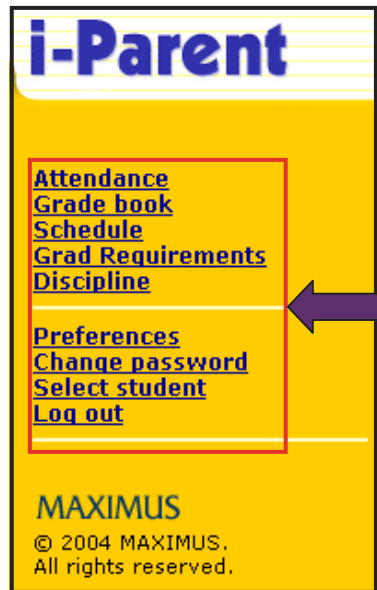
Period	Course	Teacher	Room

Period	Course	Teacher	Room
01	English	INOUYE, ART	
02	PHOTOGRAPHY	ZOLLER, JORG	
04	AP CALCULUS	AVERY, ROSA	

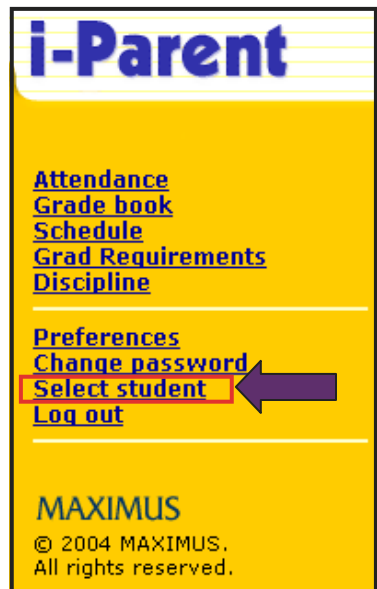
# Student Selection

## *Selecting A Student (Continued)*

After viewing today's schedule for your student, you may navigate to other student information by using the links on the left-hand side of the screen. Discussion on these options will be provided in Chapter 2.



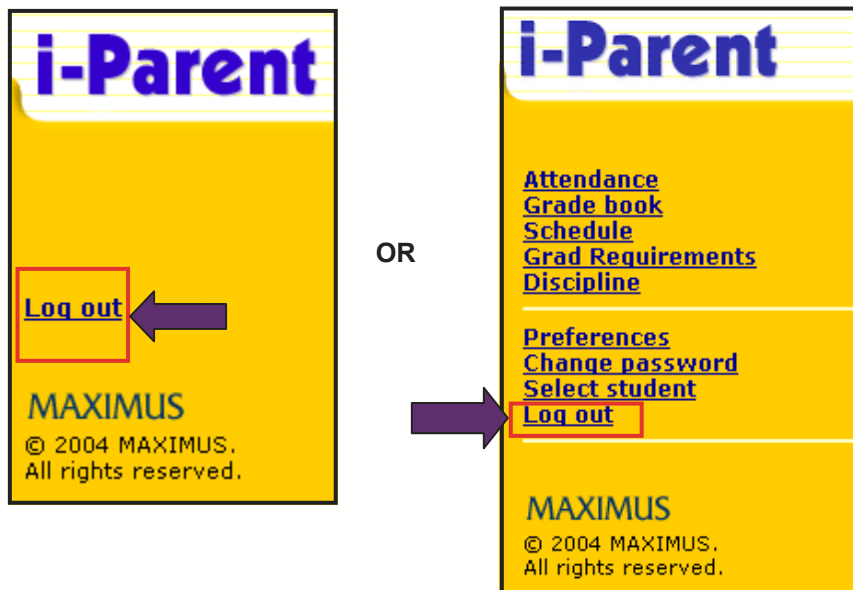
You may also select another student by clicking the Select student link as shown below.



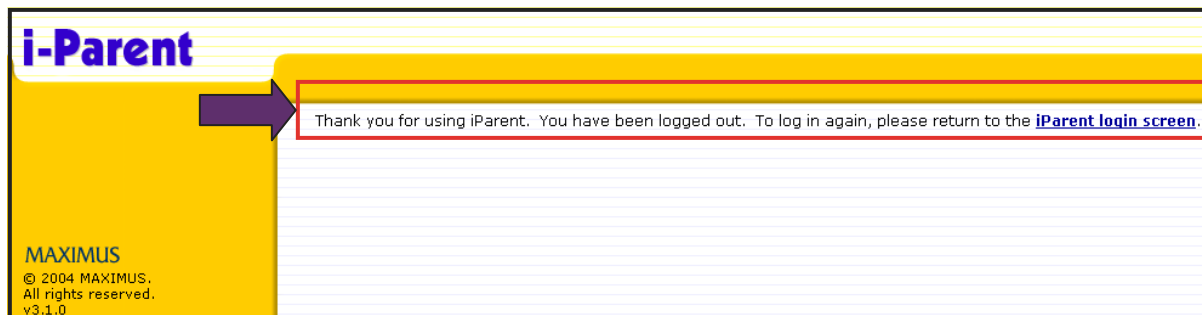
# Logging Off

## *Logging Off Of i-Parent*

If you wish to log off of i-Parent, you may click the **Log out** link located on the left-hand side of any screen.



After clicking the **Log out** link, you will see the following message as displayed below.



## Chapter Two:

# Viewing Student Information



### *Content Overview*

The SchoolMAX™ **i-Parent** application was designed specifically for use by parents. It allows parents to access student information anytime from any location where Internet access is available. i-Parent offers the following:

- |   |  |
|---|--|
| ➤ Integrates in real-time with SchoolMAX™ | ➤ Provides extensive security management     |
| ➤ Provides parents with 24/7 access       | ➤ Allows parental control of alert options   |
| ➤ Requires only one username/password     | ➤ Permits email alerts for attendance issues |

### **Chapter Objectives:**

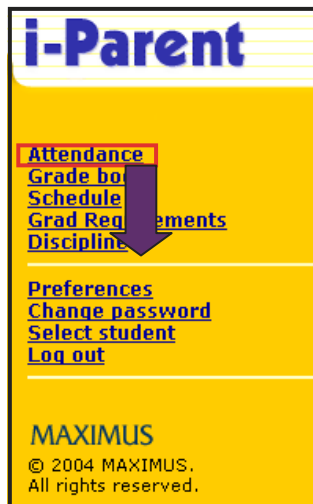
#### **In this chapter, you will learn how to:**

- View a student's attendance history.
- View a student's grades.
- View a student's schedule.
- View a student's grad requirements.
- View a student's discipline history.
- View/select preference options available to parents.

# Viewing Student Attendance

## Viewing A Student's Attendance History

You may access a student's attendance history by clicking the **Attendance** link as illustrated in the screenshot below.



A screenshot of the i-Parent application showing a student's attendance history. The page has a yellow header with the i-Parent logo and the user's name, Helene Peterson Adam Thomas Alley, at MaxHigh School. The left sidebar contains the same menu as the previous screenshot, with 'Attendance' highlighted. The main content area shows the following information:

**Today's attendance: Saturday, January 8, 2005**

Absent/Tardy	Period	Reason
No records found.		

**Summary attendance this year**

Total days absent:	9.0
Total days tardy:	10

**Detailed attendance**

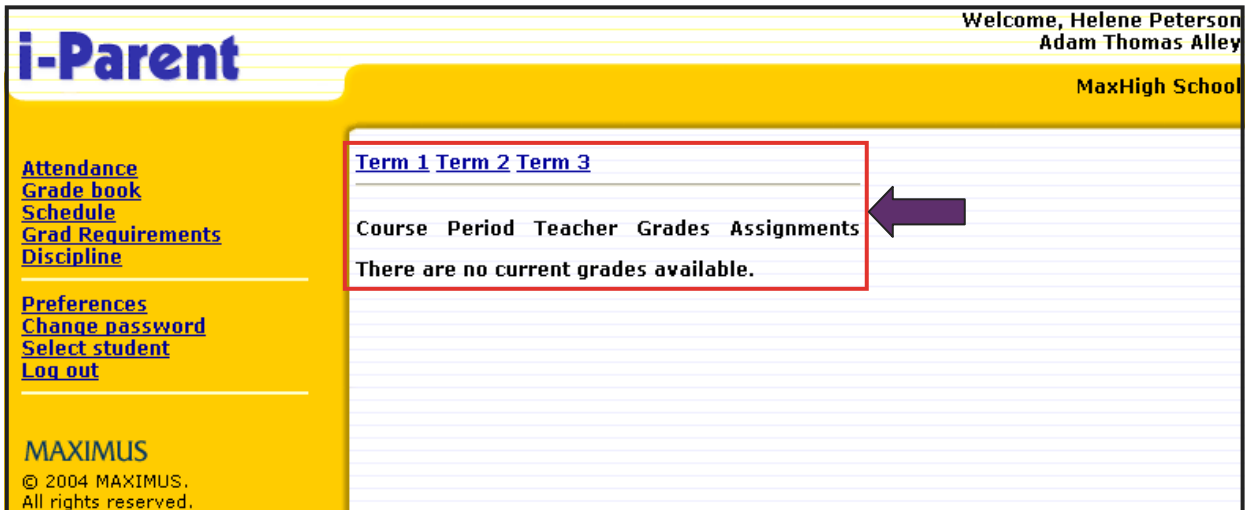
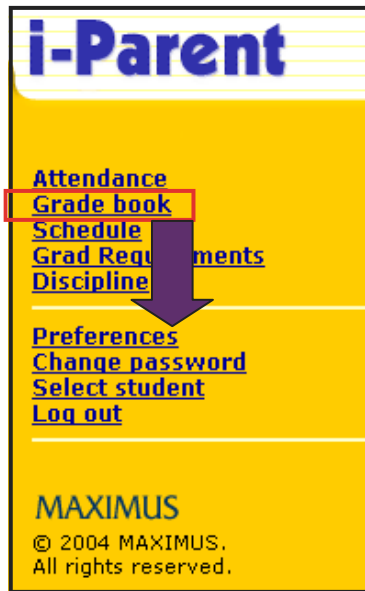
Date	Absent/Tardy	Period	Reason
12/21/2004	Tardy	02	
12/16/2004	Absent	02	
12/01/2004	Tardy	02	
11/30/2004	Tardy	02	

A purple arrow points to the 'Total days tardy' value of 10 in the summary table.

# Viewing Student Grades

## Viewing A Student's Grades

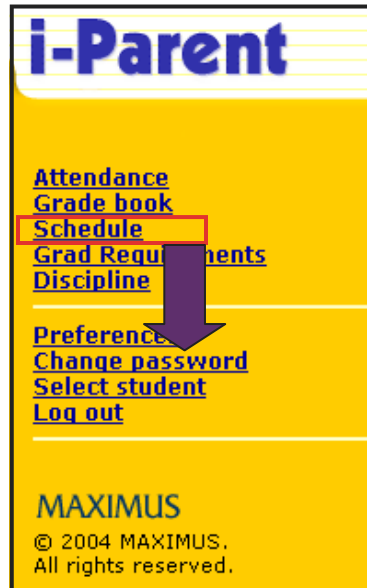
You may access a student's grade information by clicking on the **Grade book** link as illustrated in the screenshot below. As you will notice, you have the choice of selecting multiple terms throughout the current school year.



# Viewing Student Schedules

## Viewing A Student's Schedule

You may access a student's schedule by clicking the Schedule link as illustrated below.



A discussion on the appearance of a student's schedule has been provided on page 18.

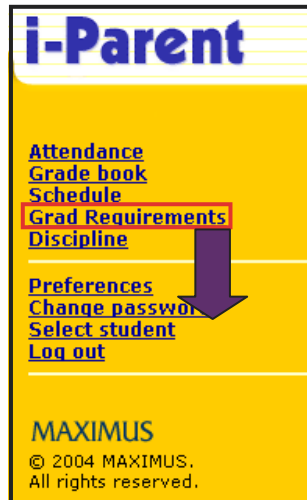
The screenshot shows the 'i-Parent' interface. In the top right corner, a red box highlights the text 'Welcome, Helene Peterson Adam Thomas Alley' with a purple arrow pointing to it. Below this, it says 'MaxHigh School'. The main content area is titled 'Today's schedule: Saturday, January 8, 2005' and contains a table with columns for Period, Course, Teacher, and Room. The table is currently empty.

Period	Course	Teacher	Room
01	English	INOUYE, ART	
02	PHOTOGRAPHY	ZOLLER, JORG	
04	AP CALCULUS	AVERY, ROSA	

# Viewing Student Grad Requirements

## Viewing A Student's Grad Requirements

You may access a credit summary of a student's graduation requirements by clicking the **Grad Requirements** link. For further details, click the **Details** link as illustrated in the second screenshot. Please see the following page for an example of these details for a student.



The screenshot shows the 'Graduation Requirements - Credit Summary' page. The 'Details' link at the bottom is highlighted with a red box, and a purple arrow points to it from the left. The page includes a table with columns for Subject Area, Credit Required, Credit Earned, Credit in Progress, and Credit Needed. The MAXIMUS logo and copyright information are at the bottom left. The user's name and school are at the top right.

Subject Area	Credit Required	Credit Earned	Credit in Progress	Credit Needed
BUS Business	3.000	1.000	0	2.000
CPLN Career Plan	1.000	0	0	1.000
ELEC Electives	5.000	0	0	5.000
ENG English	3.000	5.000	1.000	0
FL Foreign Lang	1.000	3.000	0	0
HIST History	2.000	1.000	1.000	0
MATH Math	2.000	8.110	10.000	0
MISC Miscellaneous	12.000	0	0	12.000
MUS Music	1.000	0	0	1.000
OTH Other	2.000	3.000	3.000	0
SCI Science	2.000	6.000	1.000	0
SS Social Studies	3.000	2.500	.500	0
<b>Totals:</b>	<b>37.000</b>	<b>29.610</b>	<b>16.500</b>	<b>21.000</b>

# Viewing Student Grad Requirements

## Viewing A Student's Grad Requirements (Continued)

The following screenshot displays the credit detail of a student's graduation requirements.

**i-Parent** Welcome, Helene Peterson  
Adam Thomas Alley  
MaxHigh School

[Attendance](#)  
[Grade book](#)  
[Schedule](#)  
[Grad Requirements](#)  
[Discipline](#)

[Preferences](#)  
[Change password](#)  
[Select student](#)  
[Log out](#)

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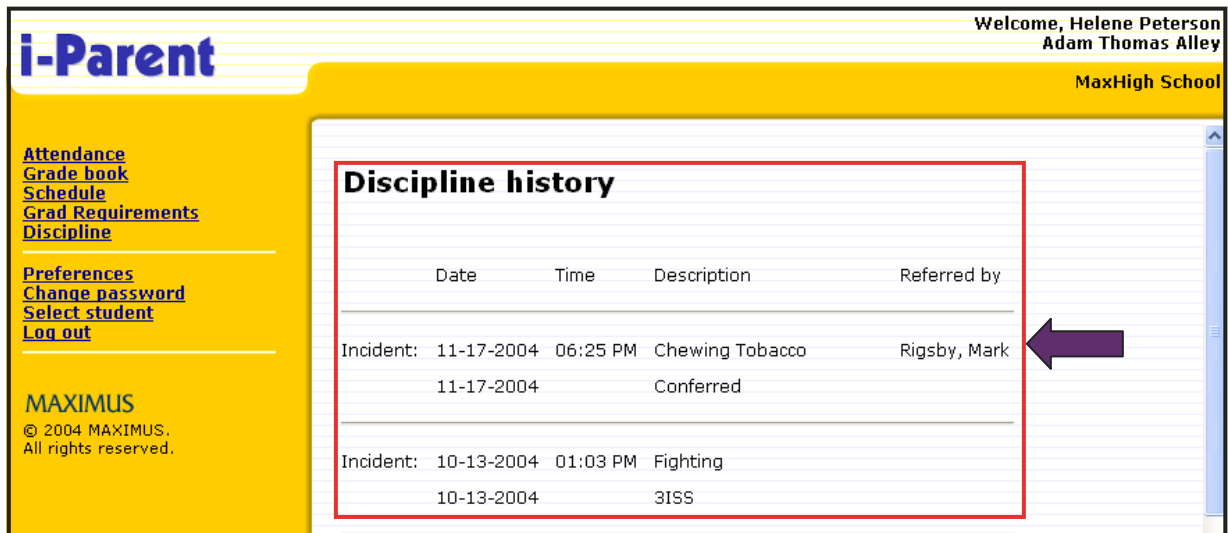
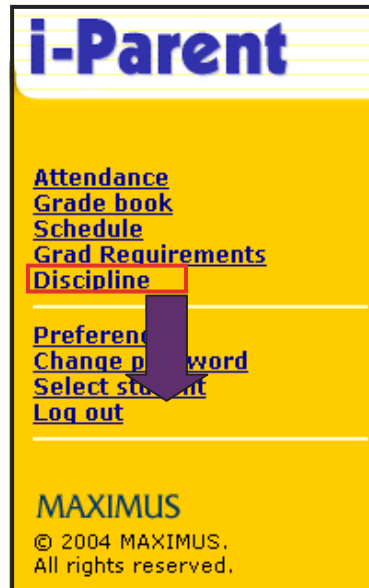
### Graduation Requirements - Credit Detail

Subject Area	Credit Required	Year	Course	Grade	Credit Earned	Credit in Progress	Credit Needed
<b>BUS Business</b>	3.000	0			1.000		2.000
- Transcript -		1998	Keyboarding	A	1.000		
<b>CPLN Career Plan</b>	1.000	0					1.000
<b>ELEC Electives</b>	5.000	0					5.000
<b>ENG English</b>	3.000	0			5.000	1.000	
- Transcript -		2004	Engl Lang Hi	B	1.000		
- Transcript -		2003	American Lit	C	1.000		
- Transcript -		1999	English I	C	1.000		
- Transcript -		1998	English	D	1.000		
- Transcript -		1996	English	B	1.000		
- In Progress -		2005	Engl Lang Hi			1.000	

# Viewing Student Discipline

## Viewing A Student's Discipline History

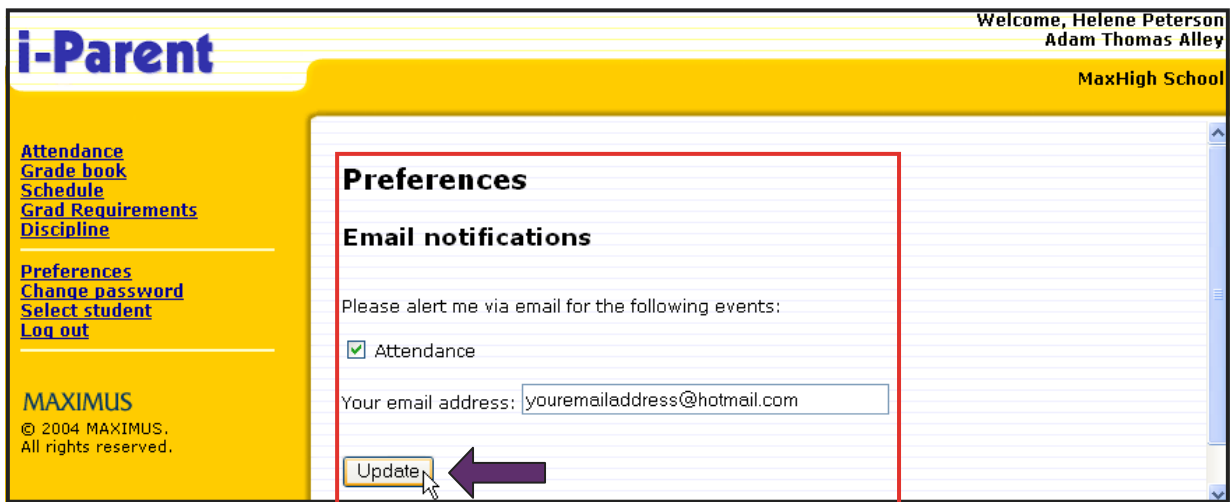
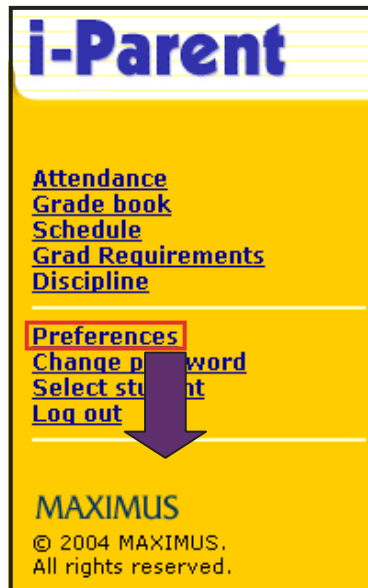
You may access a student's discipline history by clicking the **Discipline** link as illustrated in the screenshot below.



# Student Preferences

## Selecting/Viewing Preferences

Preferences may be selected/viewed by clicking the Preferences link as illustrated in the screenshot below. In the example shown, you may indicate if you wish to receive an alert related to attendance. If so, you will need to place a check in the [Attendance] check-box, enter your email address, and click the [Update] button.



# Frequently Asked Questions-Answers



Questions	Answers
1. What is the URL address used to access i-Parent?	The district will provide this information.
2. Is there any other information that the district must provide to me (other than the URL address) before I am able to log on to i-Parent?	Yes. The district must provide you with an "i-Parent access key" in order for you to log on to the system. You will then need to verify your oldest child's birth date and select a user name and password that will then be used to log you on to the i-Parent application.
3. I have four children in three different schools within the district. How many different logins will I need?	As long as all children are within the same district (and the district provides i-Parent access), you will only need one single user name and password to log on and be able to see student information for all four of your children.
4. Is the password that I select case sensitive?	Yes. "MAXIMUS" and "maximus" are not the same.
5. You attempted to log in and you receive the following message: "Invalid login." What should you do?	Check to make sure that your district number, user name, and password are all correct. Regarding your password, please make sure that the <Caps Lock> key is not on if your password does NOT contain any capital letters.
6. How often am I allowed to change my password?	You may change your password <u>once</u> each day.