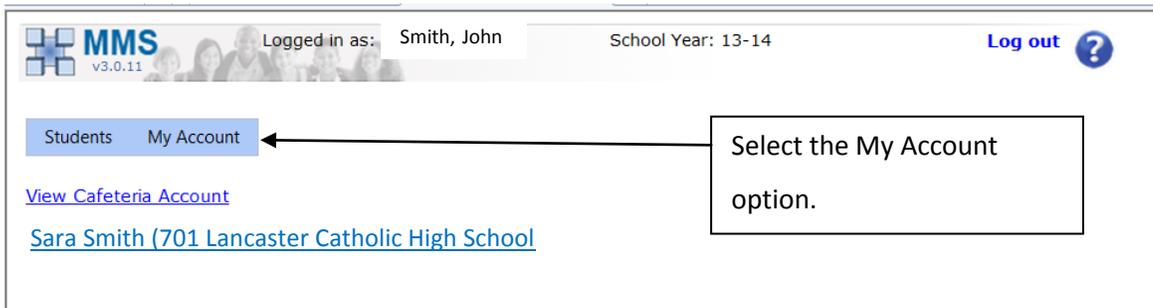
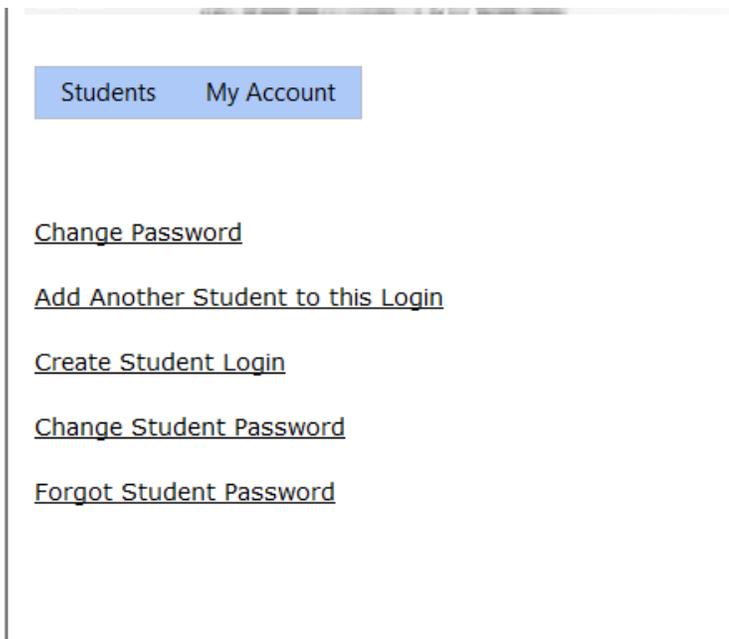


## Parent Portal Opening Screen

The below screen is the opening screen for the parent portal. The **'My Account'** screen has many helpful tools:



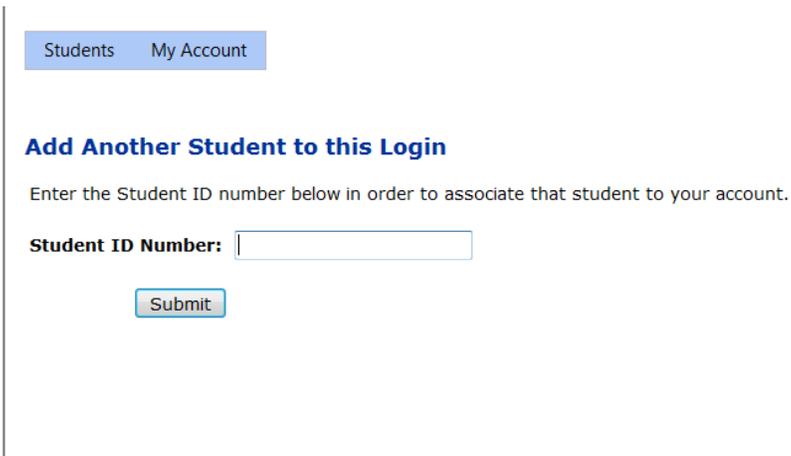
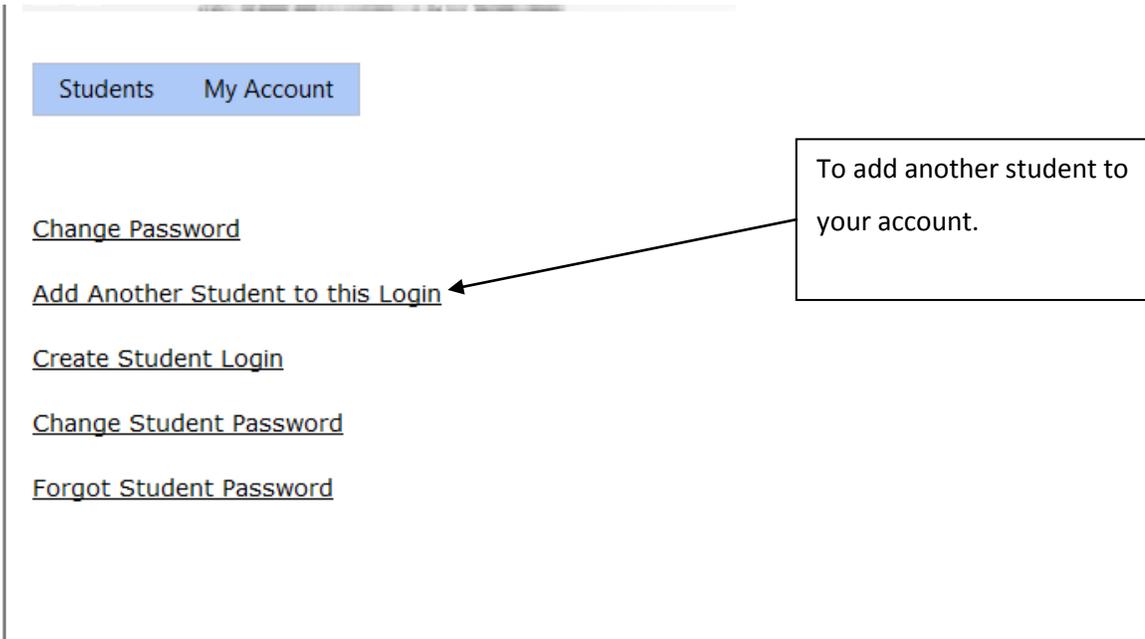
When you click the **My Account** tab the below screen will appear:



If you have more than one student you will use this to add students to your account. It is highly recommended that you create a student account so students are able to log-on to the grading portal especially if there are siblings in the school together. The parents will have access to all accounts if you create a student account the student will only have access to their information.

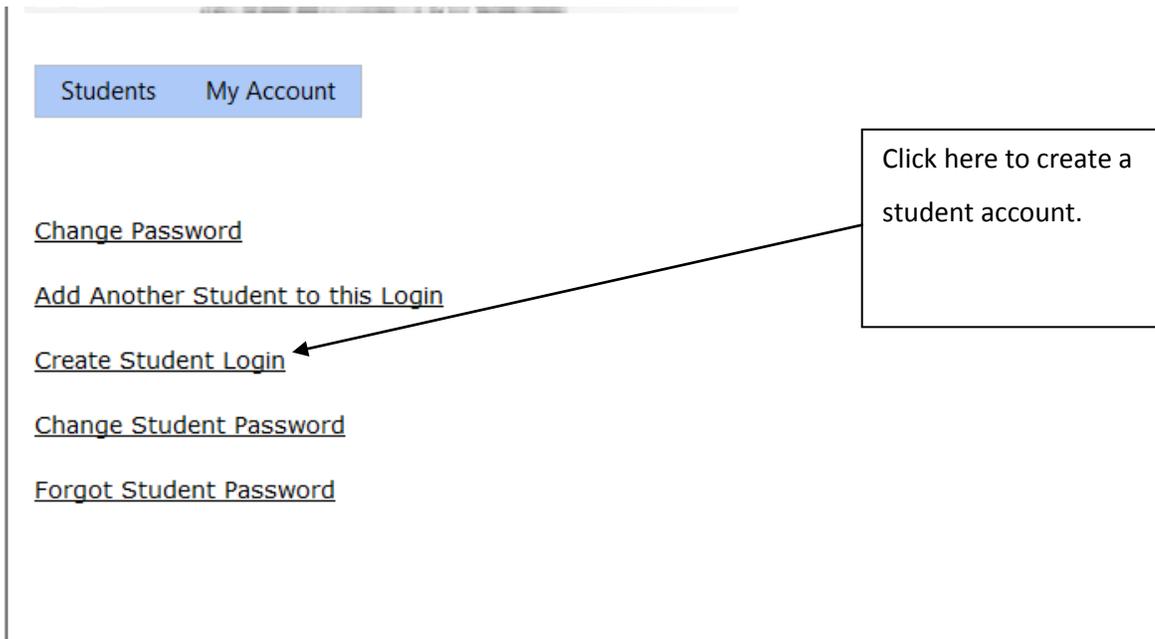
### Adding Students to your account:

Select the second option '**Add Another Student to this Login**' the second image below will be the screen that appears when you select '**Add Another Student to this Login**'. Enter your new student's ID number and click **Submit**. When you go back to the '**Students**' tab, both students' name should be displayed. If you are unable to add the student please email Mrs. Swisher at [tswisher@lchsyes.org](mailto:tswisher@lchsyes.org) , this is an indication that we have your name information entered differently for each student. It must be the same to add another student to the account.



## Creating a Student Account:

Select the 'Create Student Login' option.



The screen below will appear:

Enter the Student ID Number and a Login Name (your choice) and click **Create Account**. A temporary password will be sent the email address of contact one for the LCHS school system.

A screenshot of the 'Create Student Login' form. At the top, there are two tabs: 'Students' and 'My Account'. Below the tabs, the heading 'Create Student Login' is displayed. A note states: 'Note: All fields are required.' There are two input fields: 'Student ID Number:' and 'Login Name:'. Below the input fields is a button labeled 'Create Account'.

Once you receive the temporary password return to the Create Student Login screen a click '**Click Here**' to create a unique password for your student.

A screenshot of the confirmation message after account creation. At the top, there are two tabs: 'Students' and 'My Account'. Below the tabs, the heading 'Create Student Login' is displayed. The message reads: 'Your Account has been created.' Below this, it says: 'An email has been sent to jalton141@comcast.net with the student's username and temporary password.' At the bottom, there is a link: 'Click here to return to your student list.'

## The Students Tab:

You will have access to the cafeteria account and your student's grade book. The grade book will include information on assignments, grades, attendance and discipline. To access the cafeteria account select 'View Cafeteria Account'; to access the grade book select the student name.



Logged in as: **Smith, John**

School Year: 13-14

[Log out](#) 

Students
My Account

[View Cafeteria Account](#)  
[Sara Smith \(701 Lancaster Catholic High School\)](#)

## Grade Book:

To access a student's class just double the course name. Current Assignments will display the assignments that are due for all courses; missing assignments will display any missing assignment your student has (a missing assignment will count as a 'zero' until it is completed) and course announcements will display notes from a teacher for the entire class.

Students
My Account

Attendance
Schedule
Grades
Personal Info

Courses
No Current Assignments Due (0)
No Missing Assignments (0)
No Course Announcements (0)

Student Name: Sara Smith

**Available Courses:** To access course specific information for one of these courses, click on the "Course Name" link in the table below.

Course Name	Course #	Sect	Term	Days	Start Pd	End Pd	Room	Teacher	Current Term	# Graded Assign'ts	# Missing Assign'ts
<a href="#">AP US Government</a>	230	01	S2	AB	1	1	200	Martin , Daniel		0	0
<a href="#">H Intro Economics</a>	234	01	S1	AB	1	1	200	Martin , Daniel		0	0
<a href="#">A Pre-Calculus</a>	341	01	YR	AB	2	2	10	Rothwell , James		0	0
<a href="#">AP Chemistry</a>	446	02	YR	B	3	3	13	Bair , Nathaniel		0	0
<a href="#">AP Chemistry</a>	446	02	YR	AB	4	4	13	Bair , Nathaniel		0	0
<a href="#">Boy's Phys Ed</a>	930	06	S2	B	5	5	Gym	Anderson , Peter		0	0
Lunch	999	02	YR	AB	6	6	CAF	Staff		0	0
<a href="#">H British Literatu</a>	140	02	YR	AB	7	7	125	Kinsey , Dana		0	0
<a href="#">H Religion 3</a>	031	01	YR	AB	8	8	115	Alton , Kathleen		0	0
<a href="#">A Band</a>	755	01	YR	AB	9	9	Band	Brill , Tony		0	0
<a href="#">Priv. Music Instr.</a>	762	01	YR	AB	10	10	Band	Brill , Tony		0	0