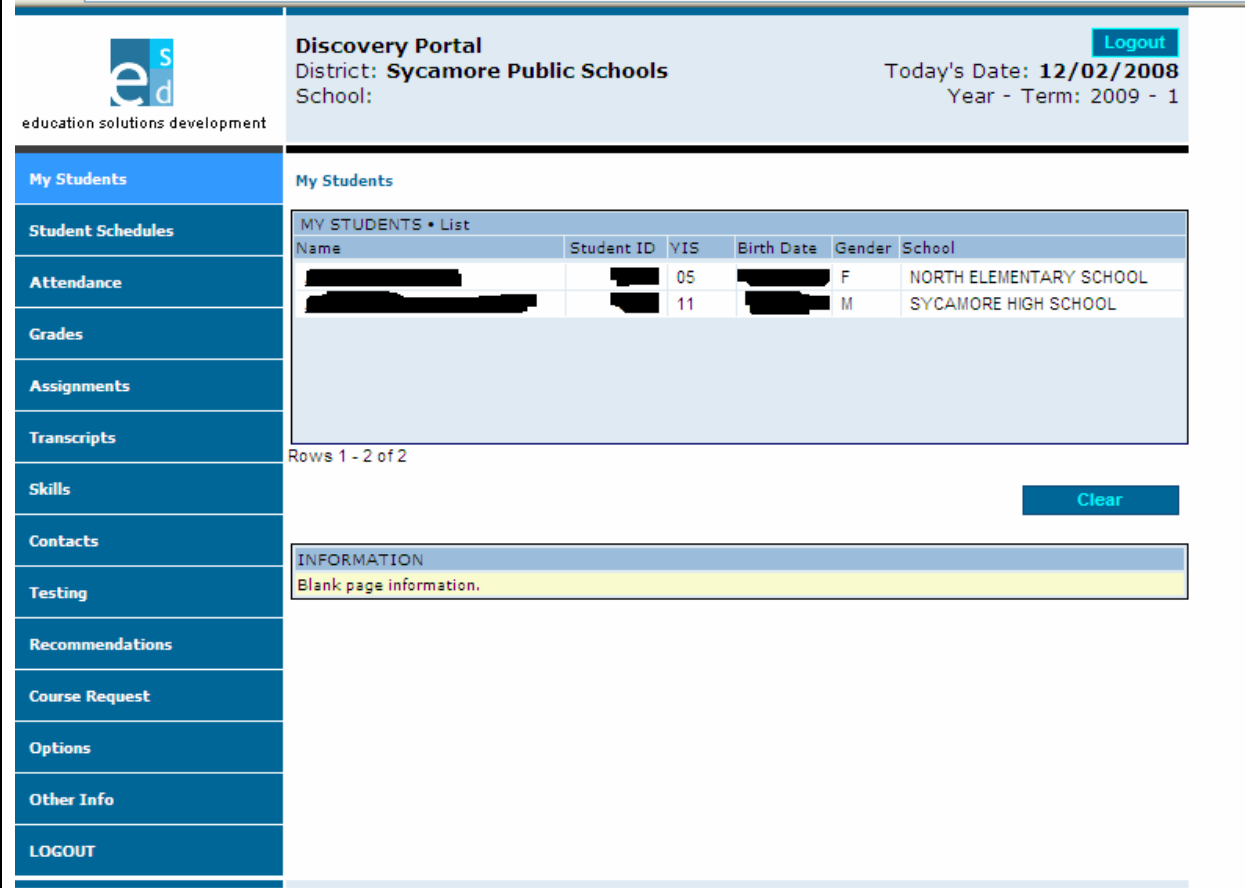
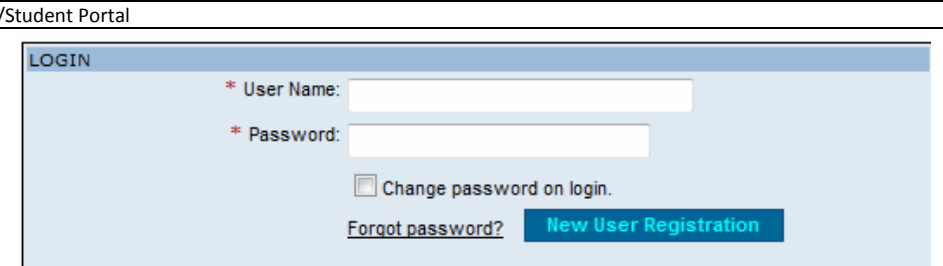


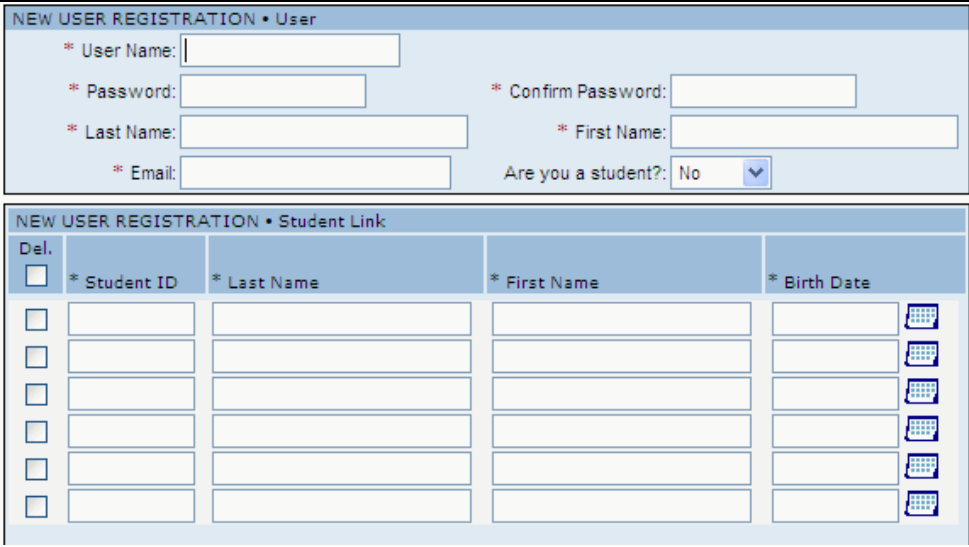
Parents, This year you will have access to a new resource that will help all of us to be better informed of student progress. The new parent portal will allow students and parents to monitor their grades from any computer with Internet access. You can find an example of what you will see when you sign in and directions for how to sign in to the portal below.

<p><b>My Students:</b> The screen to the right is the default sign in page</p>	 <p>The screenshot shows the Discovery Portal interface for Sycamore Public Schools. It includes a navigation menu on the left with options like My Students, Student Schedules, Attendance, Grades, Assignments, Transcripts, Skills, Contacts, Testing, Recommendations, Course Request, Options, Other Info, and LOGOUT. The main content area displays a table of students with columns for Name, Student ID, YIS, Birth Date, Gender, and School. Two rows are visible, showing students from North Elementary School and Sycamore High School. There is also a 'Clear' button and an 'INFORMATION' section with a message 'Blank page information.'</p>	
<p><b>Student Schedules:</b> Displays the selected student's current schedule</p>		
<p><b>Attendance:</b> Shows month to month attendance records by period. Recorded by absence code (key is found at the bottom of the attendance page)</p>		
<p><b>Grades:</b> Shows grades, performance, and progress. This information becomes available when reports are sent home. <b>For HS &amp; MS Only</b></p>		
<p><b>Assignments:</b> Displays recent grade activity by course. A summary of this information can be found on the "My Students" screen</p>		
<p><b>Skills:</b> Shows Skill Report information. Use drop down arrow to select grade level. <b>For Grade Schools only.</b></p>	<p><b>Contacts:</b> This displays your current contact information. To update this information contact your school's guidance department.</p>	<p><b>Logout:</b> Can be used to exit the system</p>

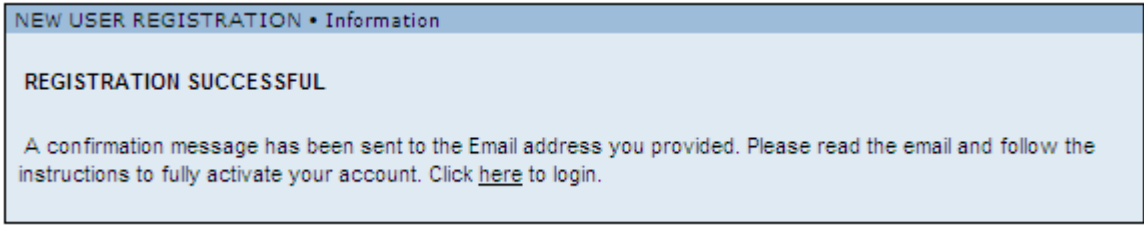
<p>Go to <a href="http://www.syc427.org/">http://www.syc427.org/</a> and Click on the link called Parent/Student Portal Click on "New User Registration"</p>	 <p>The screenshot shows a 'LOGIN' form with fields for 'User Name' and 'Password'. There is a checkbox for 'Change password on login.' and buttons for 'Forgot password?' and 'New User Registration'.</p>
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Enter the requested information:  
**User Name** must be unique and no more than 10 characters  
**Password** must be between 6 and 20 characters.  
**Note:** Last Name, First Name, Email, Student Last Name, Student First Name, and Student ID **MUST** match the information listed in the student's school records.

Parents select "NO" for the question "Are you a student"  
 Students Select "YES" for the question "Are you a student"  
 Click "SAVE"



You will then see a screen confirming that you have registered successfully. A temporary PIN will be emailed to the address on file. Check your email to retrieve this number.



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**Sample email**

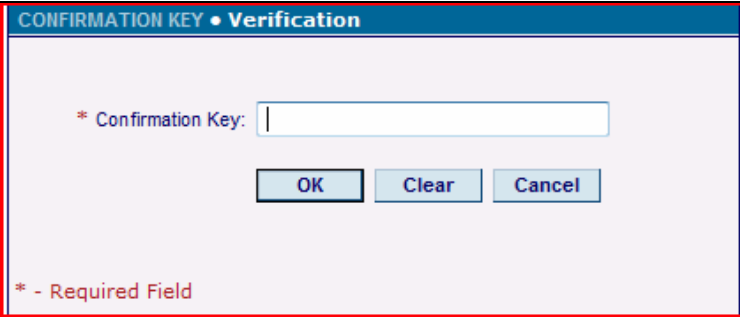
Dear **Parent**,  
 Welcome and thank you for registering with Discovery Portal. The following is your login information:  
 Username: **PARENT**  
 Password: **PASSWORD** Please use the following key to activate your account:  
 Confirmation Key : **ABCDE12345**

Go back to <http://www.syc427.org> or to your school's homepage and Click on the link called Student/Parent Portal

Enter Username and Password

Enter the PIN found in the email that was sent to you.

Note: you will only need to enter this when entering for the first time.



**You will Now be into the Parent/Student Portal**

If you are having technical issues with the parent portal, please fill out a form at the helpdesk located at <http://helpdesk.syc427.org/portal/>.