

Delta School District - Parent Connect System Features and Instructions for Signing In

Welcome to Parent Connect, an online information portal that allows you to monitor your child's school records and attendance, and update demographic information, emergency and out of province contacts. The system can be accessed from anywhere you have Internet access.

** **Note:** The system is hosted on the school district's server and has the same security measures applied to it as our payroll system. The 'S' at the end of the 'https://' notifies you that this is a secured site. You will also see an icon of a padlock on either the top or bottom bar of your browser. This indicates that the information you enter will be encrypted for security.*

Parent Connect will allow you to review your child's:

- Attendance – in real-time for the current day and previous days and years
- Report card marks, interim marks and comments, where appropriate
- History of final grades and transcripts for all previous years while in the Delta School District
- Demographics - address, guardian and emergency contact information
- School calendar
- Parent-Teacher-Interview times
- Student Individual Education Plan (IEP) documents
- Send messages to a single teacher or all teachers that teach your child at once
- Update the guardian information (e.g. phone numbers, employer name, email)
- Update emergency contact information (e.g. emergency contact, doctor, dentist)

Accessing Parent Connect

Open your web browser (e.g. Internet Explorer, Firefox) and go to district website at <http://web.deltasd.bc.ca/content/resources/forparents/parentconnect>

Authority and Passwords

When your child is enrolled in a Delta school, you provide us with your email address. This will be the login that you use for accessing Parent Connect.

Access by Email: Enter the email address as defined on your child's student record, and then select the child you wish to access from the "Select a Student" drop down box, and enter your personal password for that child. Click **Sign In**.



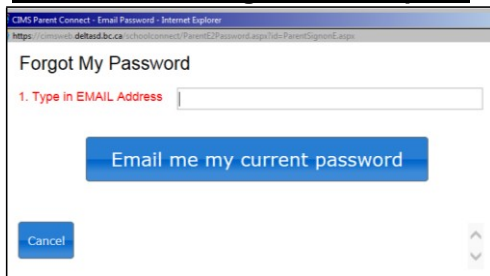
The screenshot shows the Parent Connect login interface. At the top left is the Delta School District logo with the tagline "Inspired Learning". The main header is "Parent Connect" in a large, stylized font, with "Powered by CIMS" on the right. Below the header are navigation tabs for "PopUps", "District", and "Help". A notice box displays the message: "PC-0000 ** NOTICE ** Parent Connect is unavailable each night between 12:30-3:30 AM for system backups". Below the notice, there is a section for login instructions: "EMAIL Address and Password are case sensitive" and "Best viewed 1024 x 768". The login form includes an "Email Address" field with the prompt "Enter EMAIL address and click GET STUDENT", a "Select Student" dropdown menu with a "Get Students" button and the prompt "Select your Student", and a "Password" field with the prompt "Enter Password and click SIGN IN". There are also links for "Forgot My Password" and "How to Sign On to Parent Connect - OnLine Video". A "Sign In" button is located at the bottom of the form. A footer note states "Version 19.00 February 3, 2014".

Forgot Your Password?

If you have never signed on before and do not know your password, or you have already been on the system and just forgot your password, you can ask the system to email you the password. Passwords are sent to the parent email addresses defined on the child's student record. To have the password emailed to you, click on the "**Forgot My Password**" link next to the Password box.

A popup screen will be displayed. The popup box will ask for your email address and Postal Code. In order to get the popup to display on your screen, your browser must allow popups (instructions on how to turn off the popup blocker for your particular browser can be found by clicking on the POPUP tab).

POPUP when using the Email option



Changing your Password

We recommend that you change your password when you first sign in AND on a regular basis and do not share the password with your child as your account has the authority to update many demographic fields, including contact information.

To change your password once you have signed in:

1. Click on the **"Password"** tab in the top toolbar
2. Enter the current password into the **OLD** Password field
3. Enter the **NEW** password, using the rules indicated on the screen
4. Reenter the new password on the next line
5. Click on the **"Save"** button and wait for a change confirmation message, then close the window



Note:

- Special characters are any symbol not A through Z or 0 through 9
- Make sure that positions 3-8 do not happen to contain a date value in ddmmyy format as it will be rejected.

