



PARENT CONNECT REFERENCE GUIDE

Dear Families,

In a world of on-line banking, shopping and accessing information of all kinds, schools are no different. Seven Oaks School Division has moved towards a paperless system called **Parent Connect** where all the traditional information provided from the school is found on-line.

Parent Connect will allow families to:

- Review attendance (real time to current day)
- Schedule Parent/Teacher Conference times
- View your child's current bus route
- View and edit demographics (address, guardian and emergency contact information)
- View report card marks and comments
- Send messages to teachers
- Pay for student fees online

It is more important than ever, that families have a working e-mail provided to the school that they check regularly. Most memos and communication from Amber Trails will come in the form of an e-mail to families instead of paper memos.

We do understand that some families do not have computer access. We would like to offer free use of the computers in our school Learning Commons for any parent who needs computer access. Please feel free to check in at the office and let staff know you are using a computer.

We kindly ask that you make a special request for paper copies of report cards and newsletters with your child's teacher.

We hope that this Parent Connect Resource Guide will be of help to you. Please keep this guide at home for future reference. This Reference Guide is also available in **Punjabi** and **Tagalog** on the divisional website.

Please pay special attention to the Report Card section and the booking of conference times!

Parent Connect Authority and Passwords

The easiest way to log in to **Parent Connect** is by using your e-mail address. Enter your e-mail address (the one provided to the school) and your password. If it is your first time logging in, click on "Forgot My Password" or "Get Initial Password". You will be asked to re-enter your e-mail address and the system will send you a password. You can also log in using a MET number, which can be found on a copy of your child's report card or you can call the school to obtain it. Once you have signed on successfully, parents are encouraged to change their password to ensure privacy.

The links to **Parent Connect** can be found on our school website by clicking on "Parents" or by typing the following on the address bar:

<https://schoolconnect.7oaks.org/schoolconnect/parentsignore.aspx> (to sign on with your e-mail address) or
<https://schoolconnect.7oaks.org/schoolconnect/parentsignore.aspx> (to sign on with MET #)

Save the links to your favourites!

E-mail Sign-On

PC-0000 | Version: 03.06.2010

Seven Oaks School Division
Community Begins Here

Powered by CIMS
ParentConnect

Parents | District | Help

For security purposes it is recommended that you change your password from the default provided by the school division. If you have multiple students enrolled in the school division make sure you change the password in each student to keep them together. Forgot my password will email you the password for each student. IMPORTANT: If using Internet Explorer, DO NOT save your password. The system will prevent you from signing in. If you have already tried to save your password, go to Settings - Delete Browser History - and delete your passwords.

Email Address

Password
 case sensitive

Sign In

[Forgot My Password](#)
[Get Initial Password](#)

How to sign in to ParentConnect - [Instructions Document](#)

How to add ParentConnect shortcut to your mobile device - [CLICK HERE](#)

Browser must allow popups in order for this product to function fully - [CLICK HERE](#) - to find out how to allow popups.

The system may ask you to change your temporary password by directing you to this screen. Please follow the instructions in order to make the first password change. Your new password will be sent to the e-mail address we have on file.

PC | Version: 03.06.2010

Help | Manage Password | Sign Out

Seven Oaks School Division
Community Begins Here

AMBER TRAILS COMMUNITY SCHOOL
ParentConnect

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Change Password

In an effort to keep your information secure, there are some password requirements:

- Minimum 5 characters - Maximum 18 characters
- Must start with an alphabetical character
- Minimum of 1 number
- No spaces or special characters allowed
- Case sensitive

To change your password you must:

1. Enter your current password
2. Type in your new password
3. Re-enter the new password for confirmation
4. Select "Save"

** Please wait for the message confirming the password change before closing the window.

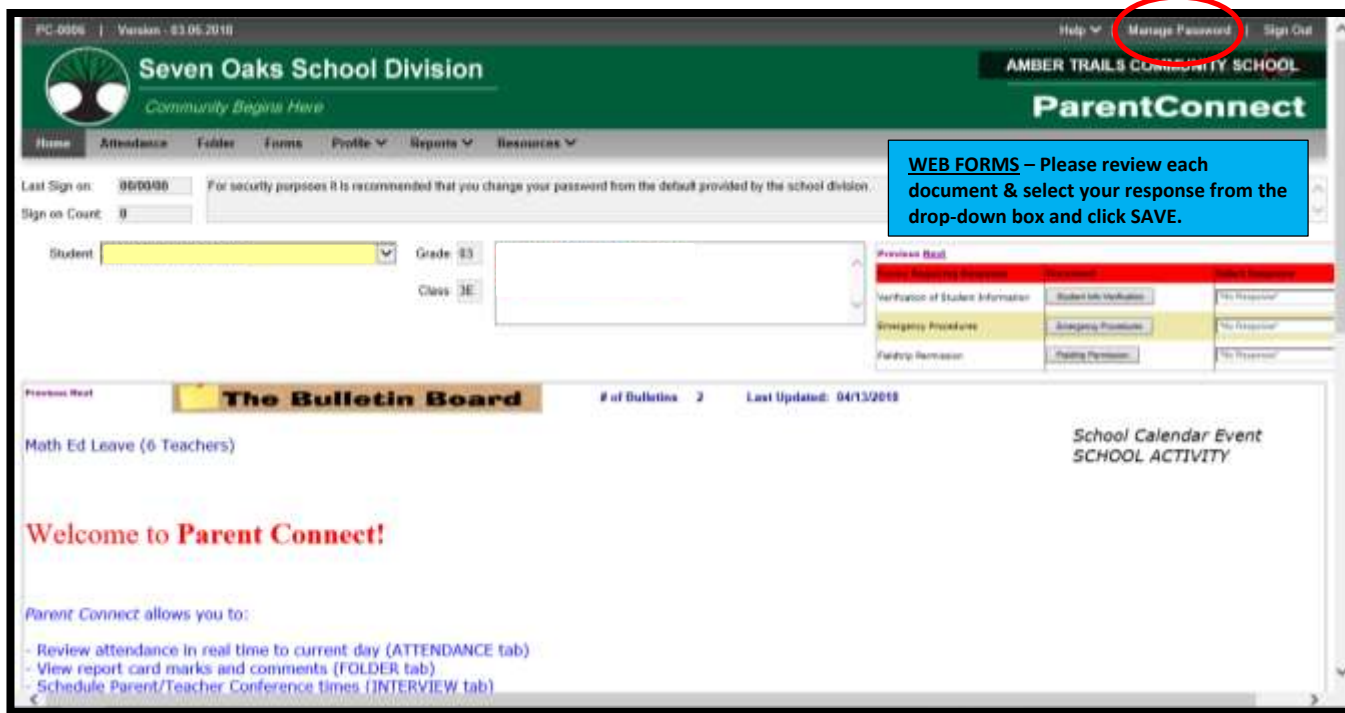
Current Password: Password Expired/Invalid - must change password

New Password:

Confirm New Password:

Back Cancel

You can change your password at any time by clicking on Manage Password, which can be found in the top right corner of the page.



Some features of *Parent Connect* include:

Attendance

Current attendance may be viewed by clicking on the **Attendance** tab. Attendance is entered twice daily, but may not be completely updated until the end of the school day.

Basic (Student Demographics – Editable)

The student’s demographics (address, guardian and emergency contact information) are viewed from the **Profile** tab. Parent/guardian phone numbers and e-mail addresses, emergency contact phone numbers and contact names can be updated from this tab. Address changes must be done with the school office. **Note:** The primary guardian has the ability to change any contact information and telephone numbers. Additional guardians can only change their own contact details.

Report Cards

Parent Connect allows parents to view report card marks and comments once report cards have been posted. Click on the **Folder** tab, then click VIEW beside the report card you’d like to see. The most current report is at the top of the list.

Parent/Teacher Interviews

Parent Connect will allow you to schedule Parent/Teacher conference meetings at your convenience without having to call the school. You will be able to see available dates and times for your child’s teacher(s) and coordinate meetings if you have more than one student attending Amber Trails School. Please see Page 4 for detailed instructions.

Web Forms

Every year, the school requires parental authorization for certain procedures which must be responded to online on the *Parent Connect* Bulletin Board or under the **Forms** tab. From the drop-down box, you must select one response and click save.

PARENT/TEACHER INTERVIEWER

The purpose of *Parent Connect Interview* is to give parents the opportunity to sign up for Parent/Teacher interviews online, based on pre-set dates and times. You will be notified of the date when you will be able to access the Interview function on *Parent Connect* prior to November and March Parent/Teacher/Student Conferences.

Click on the **Interview** tab to view and/or edit interview times. To avoid disappointment, book early.

The screenshot shows the Parent Connect Interviewer interface. At the top, there is a navigation bar with 'Interview' selected. Below the navigation bar, there is a search area for student and guardian, a 'Select a Teacher' dropdown, and a 'Print' button. Below these are two tables: a 'Teacher's schedule' table on the left and a 'My Interview Schedule' table on the right. A blue box with an arrow points from the 'Teacher's schedule' table to the 'My Interview Schedule' table, indicating that the selected appointment will be listed there.

The top left indicates student(s) and guardian(s). If you are a guardian or parent for more than one student, use drop-down button to select the appropriate student you want to schedule the interview for.

Once you select the date, time and teacher in the left table, the table on the right side of the screen will confirm what has been scheduled and will include all students in your family and the times selected.

Note: To see more dates/times, click on Next.

You may use the 'Limit to Date' and 'Start'/Stop' for specific dates and times. For example, if you are only free for one evening, limit to this evening and the teachers' schedule for that time period will appear.

To see a more reader-friendly copy of your booked appointments, use the <Print> button to create a PDF copy. If you have more than one student, it will print each student on a separate page.

Contact the school at any time for assistance with *Parent Connect*.



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SCHOOL DIVISION
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PARENT CONNECT ON-LINE PAYMENTS

Seven Oaks School Division is pleased to accept on-line payment through Parent Connect! Both Visa and MasterCard are accepted.

1. Choose the **Fees** tab drop-down after you have logged in to Parent Connect.
 - a. **Detail Fee History** will allow you to see all fees assessed, both paid and unpaid.
 - b. **Fees for Payment** will only show your outstanding fees.
2. If you chose **Detail Fee History**, click **Fees-Payment**.
 - a. Under the Pay Line column, click the lines you wish to pay.
NOTE: If the Pay Line box is greyed out, it is not available for on-line payment.
 - b. Press the green “**Ready to Pay**” button
 - c. You will be asked to confirm the payment amount: **Make a Payment to proceed** or **Close to cancel**.
3. Please read the screen for further information. You will be directed to a fully secure payment processing system. No credit card information is stored by Seven Oaks School Division.
4. Enter your credit card details and review the information provided. Click **Process Transaction**.
5. Your payment has been processed and you will be returned to Parent Connect where you will be able to print your receipt.
6. Thank you for your payment!