

## How to Use Parent Connect

Our school uses Parent Connect, a password-protected website that allows you access to view your child's report cards, attendance and book your orientation appointments or parent/teacher interviews... all at the click of a button.

You can watch a [video on-line](#) to help you log in, or follow the instructions below:

1. Log on to our website at [www.7oaks.org/school/constablefinney/](http://www.7oaks.org/school/constablefinney/)
2. On the top right hand corner you will see a **Parents** tab. Click on it.
3. Click on **Parent Connect** (using email address)
4. Now, you will sign in. **Type in your email address** (be sure this is the one on file with the school). **Type in your password**.

If you have forgotten your password, click on "**FORGOT MY PASSWORD**". You will then be prompted to re-enter your email address. (lower case letters with no spaces between). Click on the blue [email me my current password](#) button. You should receive your password within minutes.

Check your email and you will see an email with a temporary password to log in. Please change this password as soon as possible to something that you will remember. *Passwords must remain confidential.*

*If you are having trouble logging in, it may be because:*

**\*\* Pop-ups are not enabled.** Please check your computer settings to make sure you enable pop-ups.

**\*\* Your email address you are using is not the address we have on file at the school.** If your email address has changed, please contact the school to have it updated.