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:

- Student schedules - what courses you child is taking and when
- 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, bussing route
- School calendar
- Parent-Teacher-Interview times
- Student fees and Textbook tracking (secondary only)
- Course Assignments (secondary only)
- Student Individual Education Plan (IEP) documents
- Next year course selections (secondary and grade 7 students only)
- Send messages to a single teacher or all teachers that teach your child at once
- Print your child's schedule, transcript, attendance, report cards and student profile information
- Update the guardian information (e.g. phone numbers, employer name, email)
- Update emergency contact information (e.g. emergency contact, doctor, dentist)

Accessing Parent Connect

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

2. On the displayed page, there are two options for accessing Parent Connect
   a. Using the student's Provincial Education Number (PEN)
   b. Using your email account as defined on the student's record

3. We suggest that you bookmark the Parent Connect option of your choice (or both) and add it to your Favorites for quicker access in the future.
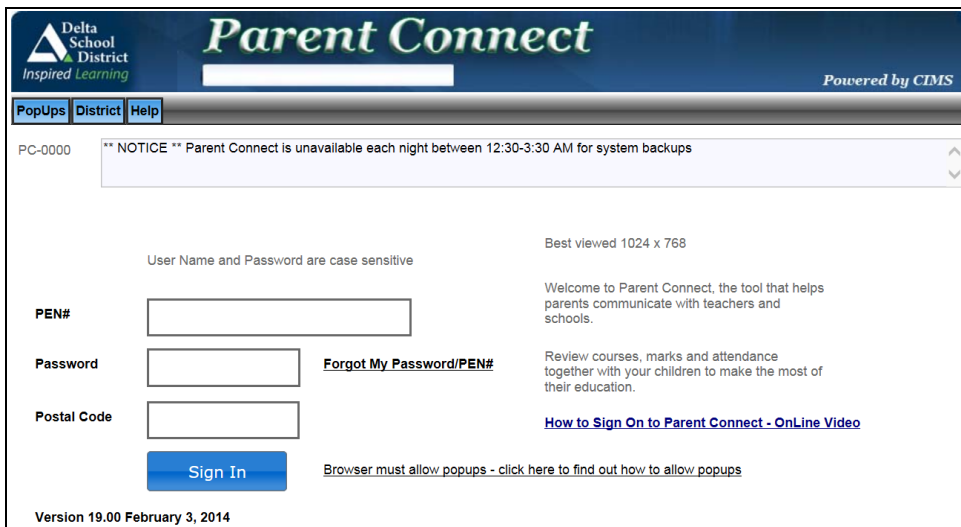
Authority and Passwords

When your child is enrolled in a Delta school, their PEN is automatically assigned and a scrambled password is generated from the system using a combination of letters and numbers. Passwords are case sensitive so make sure your Caps Lock is not on when entering your password. The postal code and email addresses are what the school has entered for parents on the child's student record.
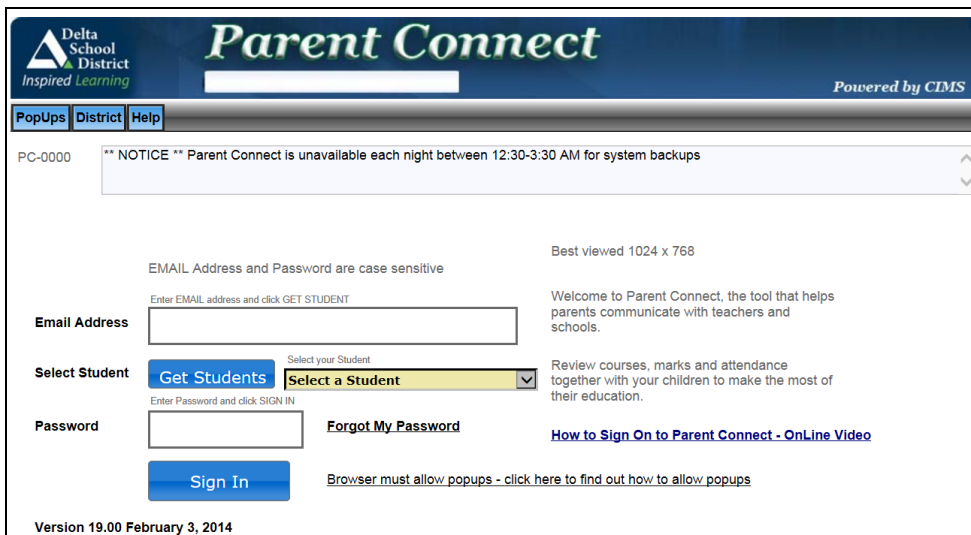
Common problems trying to sign in are:

- accidently mixing up one child's PEN or password with another child's PEN or password

- entering a wrong postal code or email address; this may be due to you accidently typing it in wrong or perhaps the school accidently entered it wrong in the student system; if this happens please check with the school to ensure the email and/or postal code against your name is correct

- Caps Lock is on

<u>**Access by PEN:**</u> If selecting the PEN option, you should see the screen below. Enter your child's **PEN#**, your personal password for that child, and your home postal code as defined on your child's student record. Click **Sign In**.

<u>**Access by Email:**</u> If selecting the Email option, you should see the screen below. 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**.

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. Depending on which access option you originally selected, the popup box will either ask for your email address OR your child's PEN (or Student Number) 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).
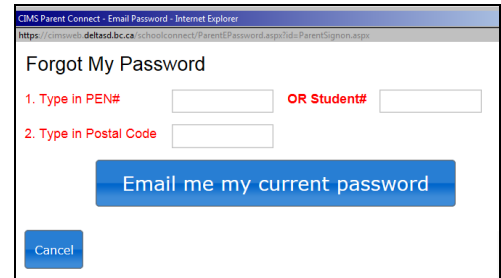
POPUP when using the Email option

POPUP when using the PEN 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.
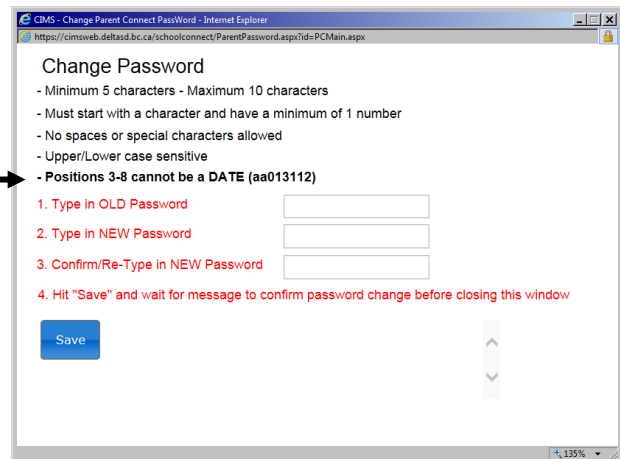
To change your password once you have signed in:

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.