

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 your 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.

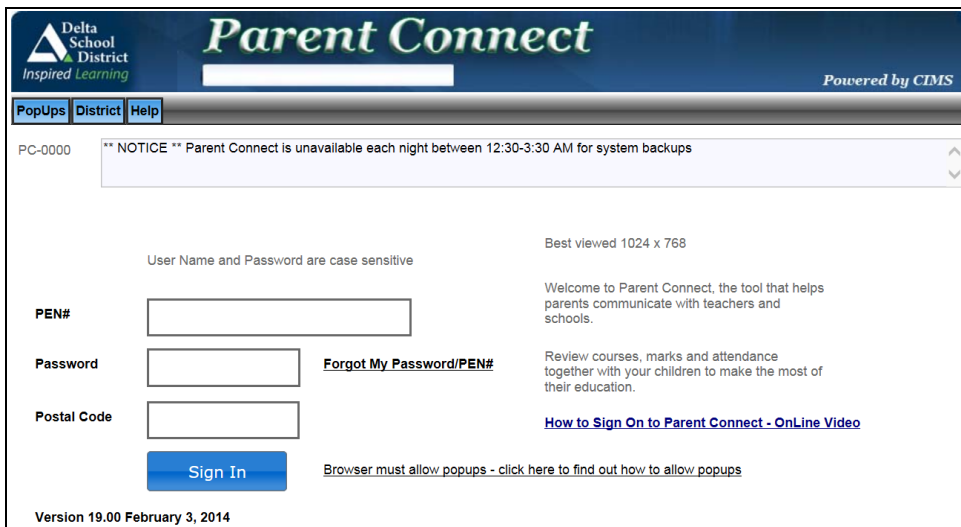
## Authority and Passwords

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:

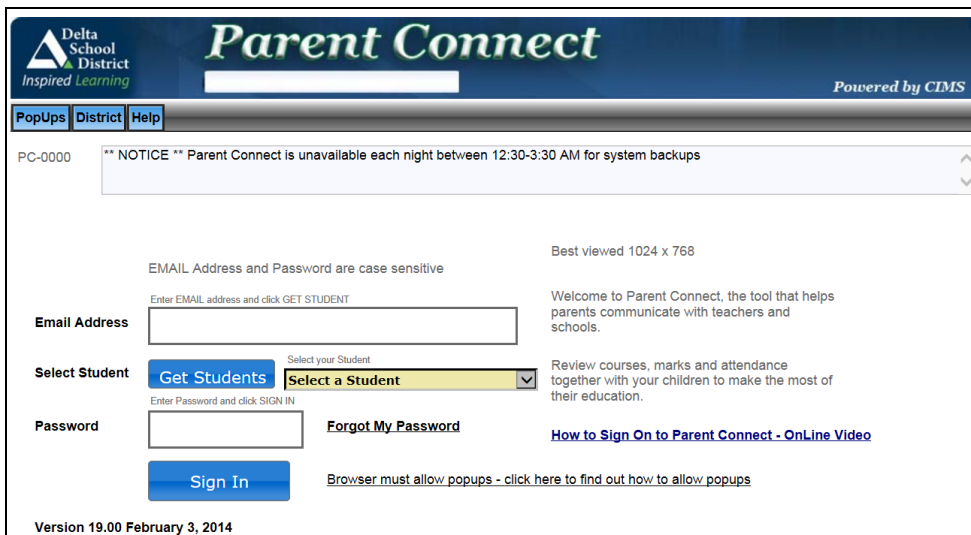
- accidentally mixing up one child's PEN or password with another child's PEN or password
- entering a wrong postal code or email address; this may be due to you accidentally typing it in wrong or perhaps the school accidentally entered it wrong in the student system; if this happens please check with the school to ensure the email and/or postal code against your name is correct
- Caps Lock is on

**Access by PEN:** 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**.



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 reads 'Parent Connect' in a large, stylized font, with 'Powered by CIMS' on the right. Below the header is a navigation bar with 'PopUps', 'District', and 'Help' tabs. A notice box at the top states: '\*\* NOTICE \*\* Parent Connect is unavailable each night between 12:30-3:30 AM for system backups'. The main content area includes the text 'User Name and Password are case sensitive' and 'Best viewed 1024 x 768'. There are three input fields: 'PEN#' (with a small 'x' icon), 'Password', and 'Postal Code'. A blue 'Sign In' button is positioned below the fields. To the right of the fields, there is a 'Forgot My Password/PEN#' link and a 'How to Sign On to Parent Connect - OnLine Video' link. At the bottom, a note says 'Browser must allow popups - click here to find out how to allow popups'. The footer indicates 'Version 19.00 February 3, 2014'.

**Access by Email:** 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**.



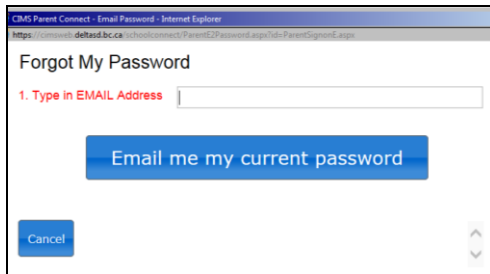
The screenshot shows the Parent Connect login interface for email access. The layout is similar to the PEN access page, but with different input fields. The text 'EMAIL Address and Password are case sensitive' and 'Best viewed 1024 x 768' is present. The 'Email Address' field has a small 'x' icon and a 'GET STUDENT' link above it. The 'Select Student' section includes a blue 'Get Students' button, a 'Select your Student' label, and a dropdown menu currently showing 'Select a Student'. Below this is a 'Password' field with a 'SIGN IN' link above it and a 'Forgot My Password' link to its right. A blue 'Sign In' button is located below the password field. To the right, there is a 'How to Sign On to Parent Connect - OnLine Video' link. A note at the bottom states 'Browser must allow popups - click here to find out how to allow popups'. The footer indicates '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. 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



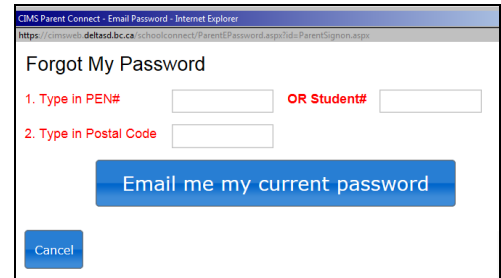
Forgot My Password

1. Type in EMAIL Address

Email me my current password

Cancel

### POPUP when using the PEN option



Forgot My Password

1. Type in PEN#  OR Student#

2. Type in Postal Code

Email me my current password

Cancel

## 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.

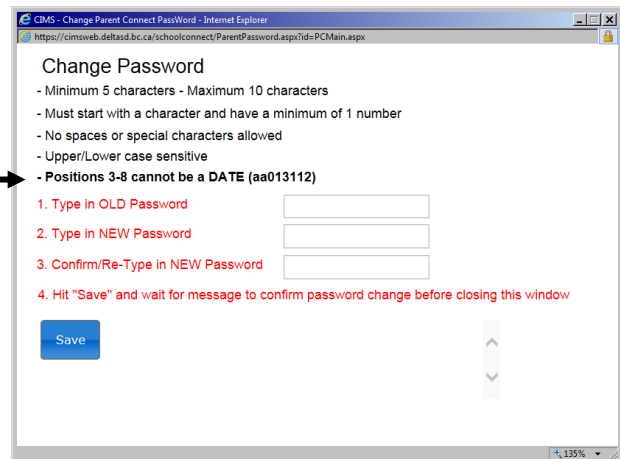
To change your password once you have signed in:

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.



Change Password

- Minimum 5 characters - Maximum 10 characters
- Must start with a character and have a minimum of 1 number
- No spaces or special characters allowed
- Upper/Lower case sensitive
- Positions 3-8 cannot be a DATE (aa013112)

1. Type in OLD Password

2. Type in NEW Password

3. Confirm/Re-Type in NEW Password

4. Hit "Save" and wait for message to confirm password change before closing this window

Save