# Parent Portal Instructions:

Warwick Valley Middle School

Parent Portal Overview

The Warwick Valley Central School District has chosen to auto-generate parent portal accounts. Generic User ID and temporary password information have been distributed to parents/guardians. Parents/guardians will **not** be required to manually request accounts. If you have not received your temporary User ID and password, please contact Yvonne Koulikov, Instructional Technology Specialist via email: ykoulikov@wvcsd.org.

1. Enter the username that was provided by the school district.
2. Enter the temporary password that was provided by the school district.
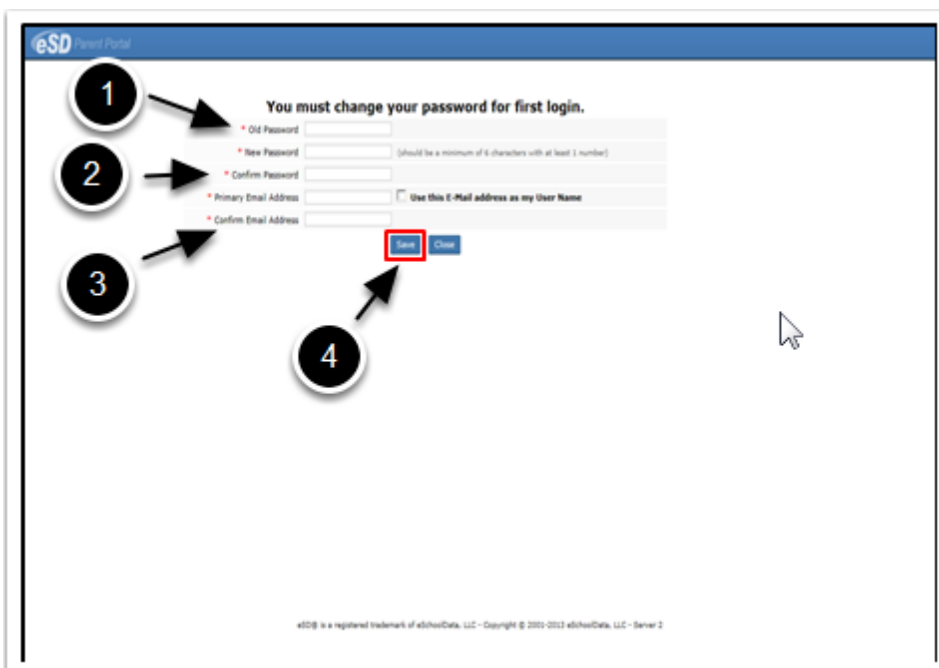3. Click Login.
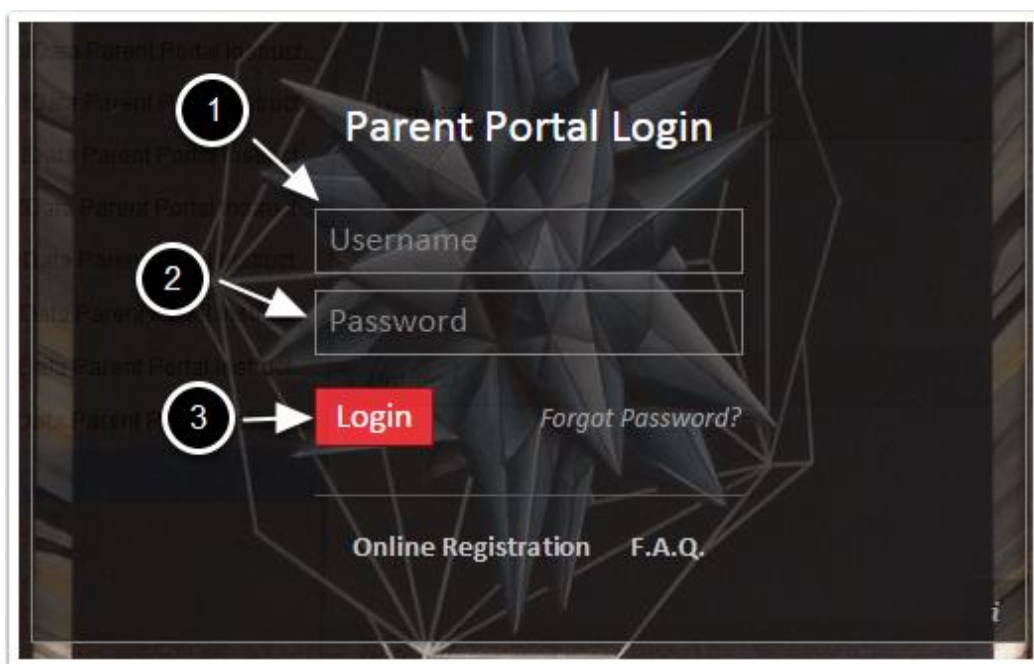
Terms Agreement

1. Click "I Agree" to accept the terms and conditions.
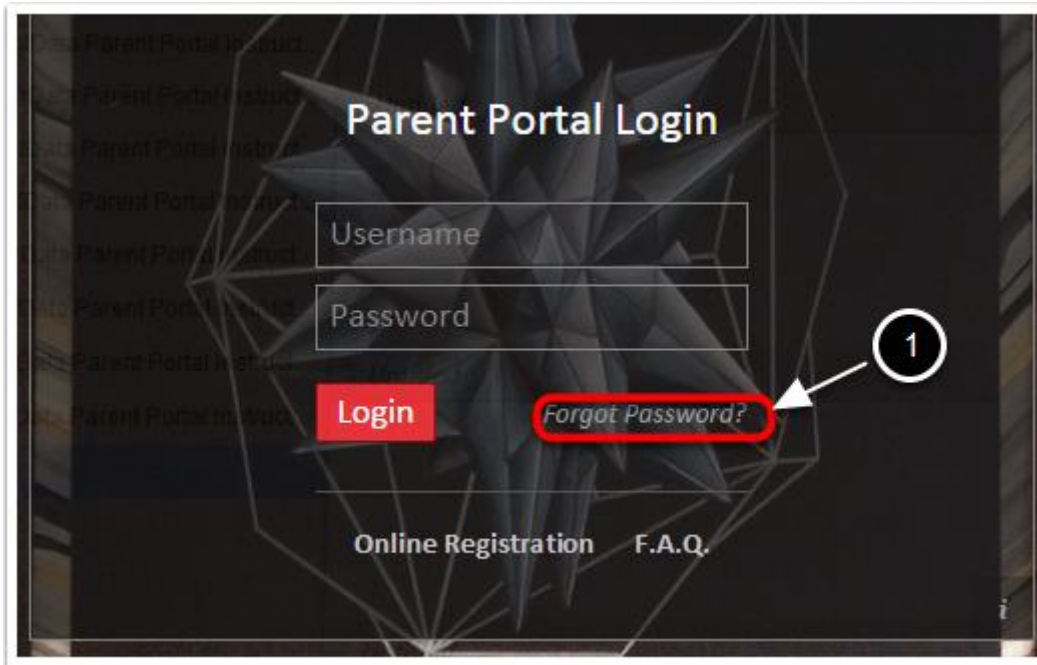

Change Password

1. Enter the temporary password that was provided by the district.
2. Create, enter and confirm a new password.
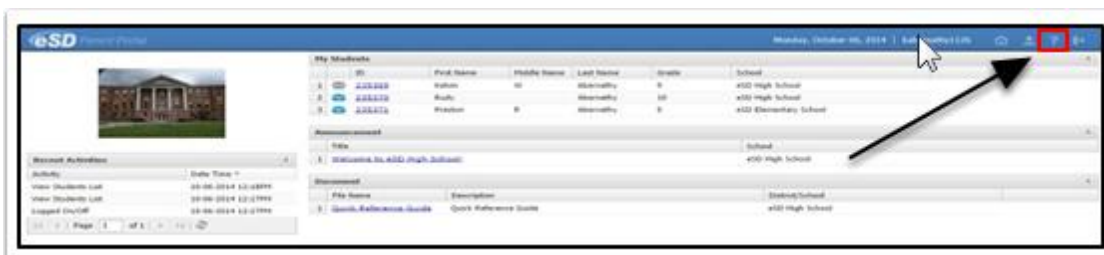3. Enter and confirm a primary email address.
4. Click Save.

Forgot Password

If you forget your password click the "Forgot Password" link (1) and a password reset email will be sent to you.
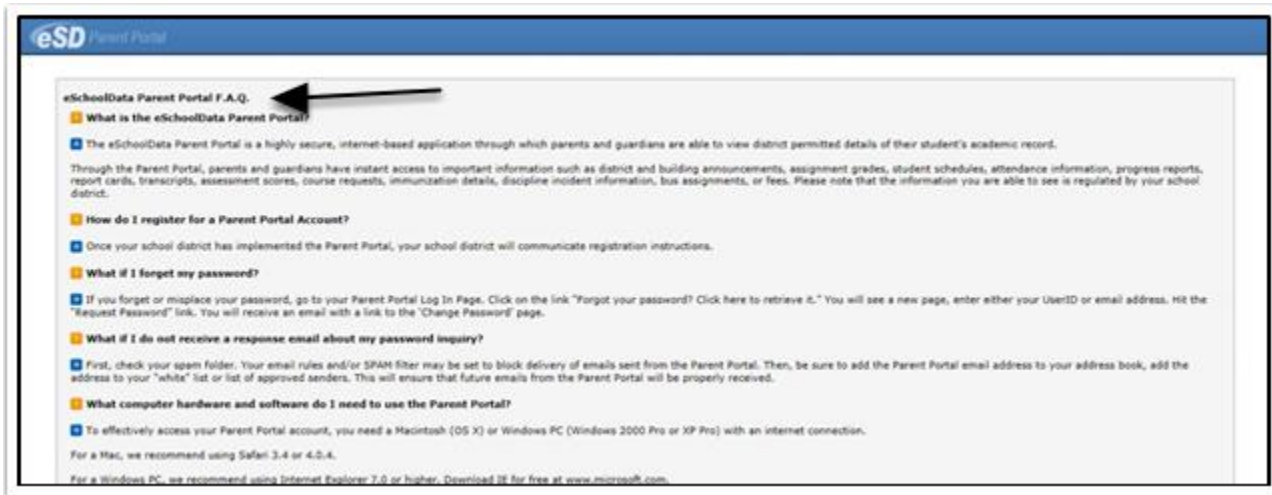

Getting Help

If you need help after logging in, click the (?) in the upper right corner of the home screen.

Parent Portal Instructions -FAQs

A new FAQs page will open.

Navigating the Portal

1. Click the student ID to open up the student profile page.
2. Your recent log in activity is located on the left side of the screen.
3. To update email or password, click the "Account" icon.

Updating Account Information

1. Click the "**My Account" icon** at the top right of the Portal screens. The **Update Account Info** tab is the default tab. From here, passwords, usernames and primary email addresses can be changed.
2. Enter the new information in one or all of these categories.
3. Click **Update Account Information** when finished.

Student Profile Tab

The student profile page opens to the calendar. Note that only quarter begin/end dates, progress report dates and report card dates appear on this calendar. Please refer to the district and school calendars for all other event dates and listings.

1. The tabs at the top of the page correlate to the information available to parents. This information differs between buildings and grade levels.
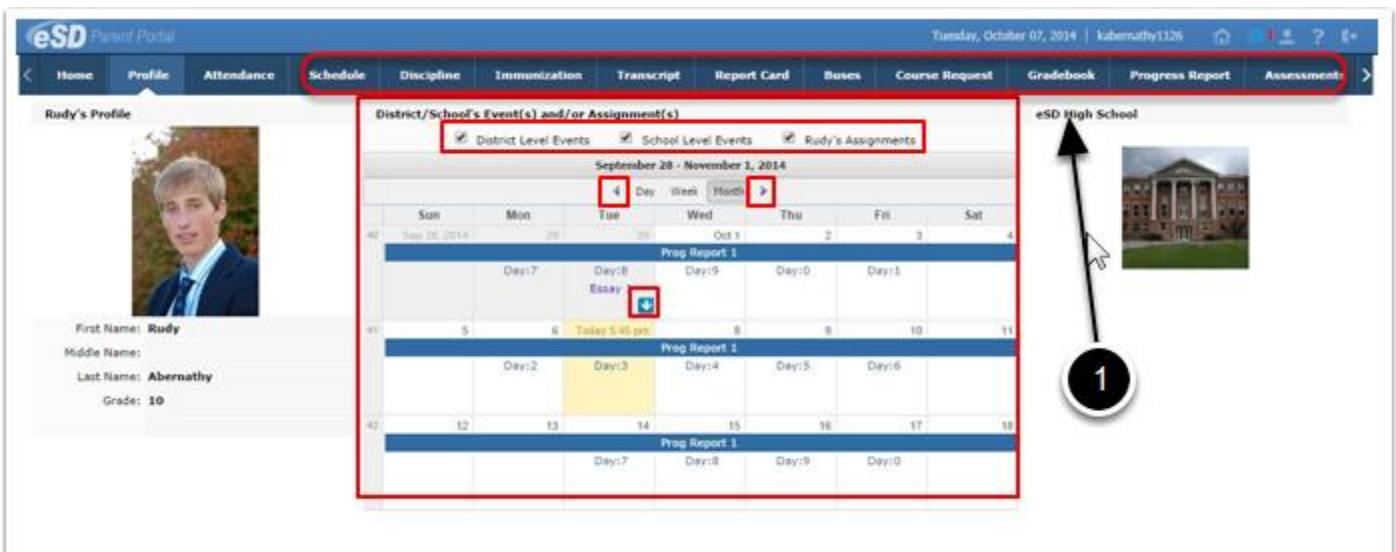
Immunization Tab

1. Click on the **Immunization** tab to view the student's immunization records on file with the district.
2. Click the **Print icon** to print the student's immunization records.

Assessment Tab

1. Click on the **Assessments** tab to view the student's assessments.
2. Click the **Print icon** to print a copy of the student's state assessments.

Attendance Tab

Attendance on the Parent Portal will have a two-day delay.

Click the **Attendance** tab to view the student's Attendance. Attendance will display based on settings established by the district.
1. Click the **Print icon** to print the student's attendance.

Progress Report Tab

1. Click on the **Progress Report** tab to view the student's progress report.
2. Click **Print** to print an **unofficial** Progress Report directly from this screen.

Report Card Tab

1. Click on the **Report Card** tab to view the student's report card.
2. Click **Print** to print an **unofficial** Report Card directly from this screen.

Schedule Tab

1. Click on the **Schedule** tab to view the student's schedule.
2. The **Partially Scheduled icon** denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing.
3. Click the **Print icon** to print the student's schedule.