

When a student is enrolled, their parent(s)/quardian(s) are automatically assigned a Parent Portal account. They **do not** have to register for a Parent Portal account.

## The parent can enter the portal by visiting:

https://parentsis.csiu-technology.org/westinghousearts and enter their email address. An email with a temporary password should have been sent out. If they do not remember their password, they should click the Forgot Password link, which should notify IT. The IT Department can reset the user's password and notify the parent of the adjustment.

> Upon first login, the District's Terms of Use should be read. Click I Agree at the bottom of the Agreement to proceed further.



After agreeing to the Terms of Use, if the Parent Portal account has been auto-generated by the district, users will be required to establish a new Password, and enter a Primary Email Address (if missing). Users will also have the option to Use this E-Mail address as my User Name.

Click Save when finished.

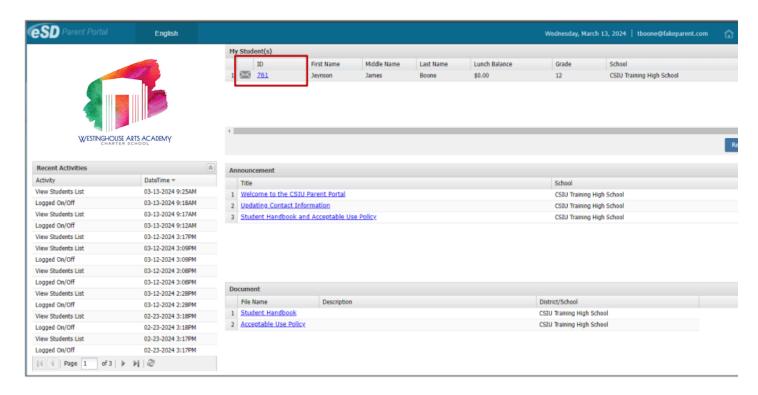


## Note:

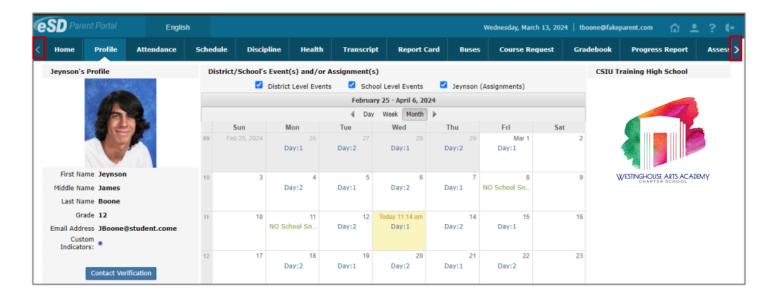
The Primary Email Address is the email address to which "Forgot Password?" emails will be

An error message will be generated if the Primary Email Address is not specified, or is already being used for another account as a User Name or a Primary Email Address.

To see their student's information, the parent must click on the student's ID number on the main page – this will open a new page with household information that the parent will have to review and verify. The verification occurs only once – when the parent enters the portal for the first time.



Once verified, the parent will see tabs for the student's profile, attendance, schedule, transcript, report card, gradebook, and progress report.



Special note: There is a direct email link for each teacher in the student's schedule so the parent can contact a teacher directly.

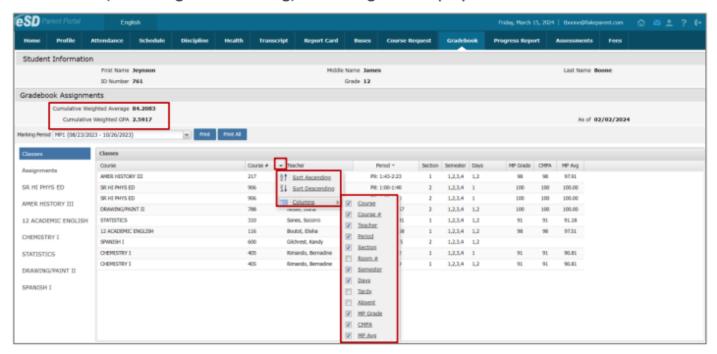
## Gradebook

Click on the **Gradebook** tab to view the student's classes list and published assignments. When the districts enables students cumulative grades they will be listed at the top of the Gradebook Assignments section.

The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.

Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.



Tardy and Absent totals on the gradebook screen are class attendance, not attendance for the day.