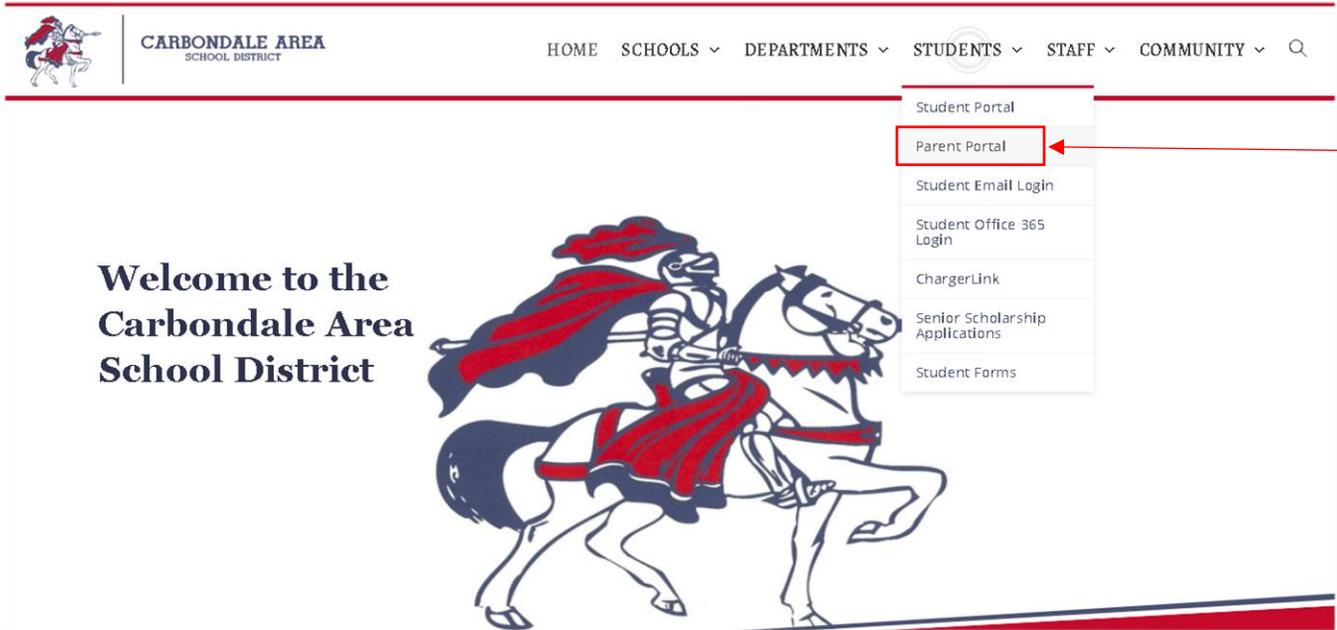


Parent Portal Registration

To register for an account to access the Carbondale Area School District's Parent Portal, visit the CASD website (<http://www.carbondalearea.org>). You will find **Parent Portal** under the Students Menu on the top of the page.



A Parent Portal login screen will open. Click on **Online Registration** to begin the Parent Portal registration process.



A Parent Portal Registration page will open. Enter the required information (indicated by the red * before the field name) on the Account Information screen. Then click **Create Account Information** when all information is entered into the required fields.

The screenshot shows a registration page titled "Welcome to Parent Portal Registration!". It has three tabs: "Account Information", "Personal Information", and "Student Information". The "Account Information" tab is active, and the instruction "STEP 1: Please enter your parent portal information below." is displayed. The form contains the following fields:

- * School District: A text input field with a dropdown arrow. Below it is the instruction: "(Start typing your school district then select your district in the list)".
- * Username: A text input field. Below it is the instruction: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)".
- * Email Address: A text input field. Below it is the instruction: "(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)".
- * Confirm Email Address: A text input field.
- * Password: A text input field. Below it is the instruction: "(Should be a minimum of 6 characters with at least 1 number)".
- * Confirm Password: A text input field.
- * Authentication Question: A dropdown menu with "Select" as the current selection.
- * Authentication Answer: A text input field.

A blue button labeled "Create Account Information" is located at the bottom right of the form.

School District is: **Carbondale ASD**

Create a **Username** and **Password** that you will remember as this will be used to login to the portal.

We recommend making your **Username** your personal email address. The same email address you will enter into the next field on the **Account Information** page next to **Email Address**.

Enter the required information (indicated by the red * before the field name) on the **Personal Information** screen. Then click **Create Personal Information.**

The screenshot shows the 'Personal Information' step of the registration process. The page title is 'Welcome to Parent Portal Registration!'. There are three tabs: 'Account Information', 'Personal Information' (which is selected), and 'Student Information'. Below the tabs, a message reads: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains several fields, all marked with a red asterisk to indicate they are required: First Name, Middle Name, Last Name, Street Address, Apartment, City, State (a dropdown menu with '--Select--'), ZIP Code, and Phone (formatted as []-[]-[]x[]). At the bottom right, there are two buttons: 'Back to Account Information' and 'Create Account Information'. A red box highlights the 'Create Account Information' button, with a red arrow pointing to it from the text above.

Enter the required information (indicated by the red * before the field name) on the **Student Information** screen. Then click **Add Student to the above list.** When the student's name appears in the top part of the page, click

Finish Registration!

(Note that only one student is required to verify your identity. If you have other students enrolled in the CASD, they will automatically be listed in the portal when your account is approved.)

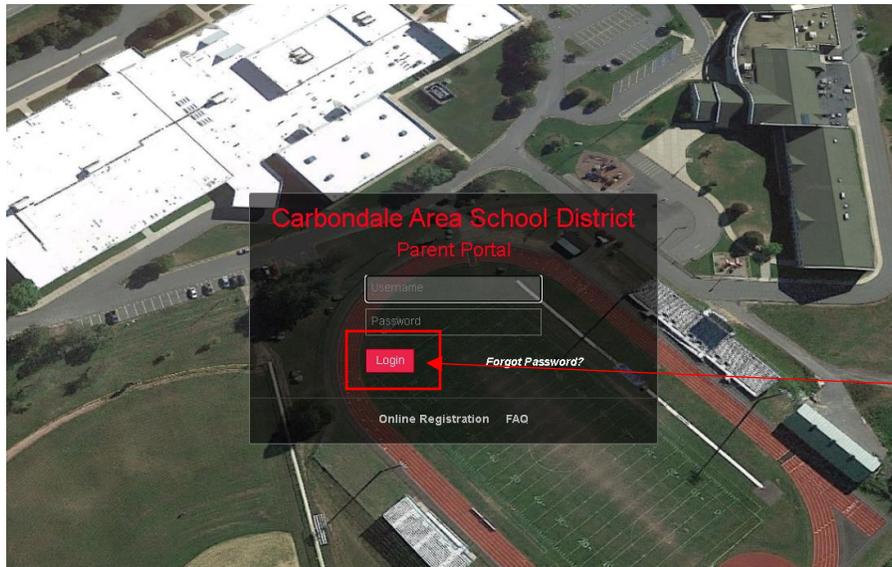
The screenshot shows the 'Student Information' step of the registration process. The page title is 'Welcome to Parent Portal Registration!'. There are three tabs: 'Account Information', 'Personal Information', and 'Student Information' (which is selected). Below the tabs, a message reads: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Under the heading 'My Student(s)', it says 'Your student(s) will show below after you have added.' Below this is a table with columns for ID Number, First Name, Last Name, Grade, and School. Under the table, there is an 'Add Student' section with fields for: * ID Number (highlighted with a red box), * First Name, * Last Name, * School (a dropdown menu with '--Select--'), and * Grade (a dropdown menu with '--Select--'). There are two buttons: 'Add student to the above list' and 'Clear'. At the bottom right, there are two buttons: 'Previous' and 'Final Registration!'. A red box highlights the 'Final Registration!' button, with a red arrow pointing to it from the text above. Another red arrow points from the 'ID Number' field to the text below.

ID Number is the student's unique CASD ID. This is the same ID number used for her/his lunch. Ask your student what his/her CASD ID number is. It can also be located on past CASD report cards.

A confirmation message will display stating registration has been successful. Once approved, an email will be sent to the account you registered with.

Once your registration has been approved and you have received your approval email message, you will be able to login to your parent portal account.

Navigate back to the Parent Portal login screen. Enter in your Username and Password that you choose when registering for your Parent Portal account. Then Click on **Login**.



The first time you login to your **Parent Portal** account, you will need to complete the **Contact Verification** process as well as complete the **Student Data Updates and Sign Offs** section.

Note: The Contact Verification process will allow you to update all important contact information with the district. This includes but is not limited to phone numbers and home mailing address.

Tuesday, August 18, 2020 |

Please take a moment to verify your student's contact information. If you have more than one student enrolled in the district, please be aware that verification is required for each enrolled student.

Additional Information:

Student Information: Update student cell phone if applicable.

Household Information: Enter the household phone number and select options as necessary.
Note: Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a Lock icon to the left of the applicable phone number.)

Guardian Information:

1. Enter the **Contact Priority** sets the order in which the student's contacts are called.
2. **Phone Priority** sets the order for calling a contact's phones if more than one number exists.
3. Select the **Child Pickup** option for each contact authorized to pick up your child.
4. Select the **Attendance Calls** option if you would like to be notified by telephone when your student is not in attendance.
5. **Email:** Enter one or more email addresses that can be utilized to communicate with you regarding your students. Select the **primary email** option is the email address to which "Forgot Password?" portal emails, and other communications, are sent.
6. **Note:** Guardians residing in the household can **VIEW** (but NOT edit) the name and contact priority of guardians living **OUTSIDE** the Household.

Emergency Contacts: Please add/delete/update emergency contact information (Address is optional) and allow Child Pick up by adding a check mark in the Child Pickup Checkbox

Physician Information: In the Physician Information section please add/delete/update physician information

Employer Information: Add/delete/update employer's information

Don't forget to complete the **Student Data Updates and Sign Offs** at the bottom of the **Contact Verification** page. These important items need to be completed ASAP.

Tuesday, August 18, 2020

By choosing **YES** from the drop down box you acknowledge and agree to the following statements.

Handbook Acknowledgement

I acknowledge that I am aware that the 2020-2021 Carbondale Area Junior-Senior High School Student Handbook can be found and accessed at the school website at (www.carbondalearea.org). In addition, the policies and practices as stated in the handbook will be explained during homeroom and class assemblies. Included in this explanation have been the Bullying Policy, Drug and Alcohol Policy, Safe School Policy, Attendance Policy, Parking Regulations, General Discipline Guidelines, and Special Education Policy.

Student Media Permission Slip

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, taped, videotaped, or posted to the school district website via twitter & facebook, by news media, district personnel, or other students. Likewise, live images may be relayed via cable or satellite connections to other district or to other classrooms within our district to allow for live interactions between students and teachers at separate locations.

Distance learning video recordings may be used to educate others about distance learning at seminars and other public places. Any media interaction with students must be approved in advance by the administration. Photographs, tapes, or video recordings created for commercial use are not permitted by the Carbondale Area School District.

This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The school's experiences and involvement in these areas has been positive.

Student and parents are advised that students' voices, physical presence, participation in classroom/shop, and other activities may be transmitted to distant learning sites, videotaped, recorded, and/or photographed.

I/we acknowledge that the student is a minor, and certify that I/we have given consent to the Carbondale Area School District permission to properly use the aforementioned media format(s).

Parent/Student Internet Use Agreement Contact

As a parent or legal guardian of this student I have read, understand, and agree that my child will comply with the terms of the Carbondale Area School District's Acceptable Use Policy. I understand that this access is designed for educational purposes and not to access material of an offensive and/or controversial nature. However, I also understand it is impossible for the Carbondale Area School District to restrict access to ALL offensive and/or controversial materials and understand my child's responsibility for abiding by the Carbondale Area School District's Acceptable Use Policy. I am therefore signing this contract and agree to indemnify and hold harmless all claims and damages of any nature arising out of my child's ability or inability to use computer systems, the Internet, technology, and network systems including without limitation, liability for copyright violations. Further, I accept full responsibility for supervision of my child's use of his/her account, if and when, such access is not in the school setting will not hold them responsible for materials this student may acquire on the network. I hereby give my permission for the student named above to use the Carbondale Area School District's computers, the Internet, technology, and network systems.

Additional Information

* Handbook Acknowledgement (Please Choose YES If You Agree)	<input type="text" value="YES"/>
* Parent/Student Internet Use Contract Agreement (Please Choose YES If You Agree)	<input type="text" value="YES"/>
* Student Media Permission Slip (Please Choose YES If You Agree)	<input type="text" value="YES"/>

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Once you complete **Contact Verification** and the **Student Data Updates and Sign Offs** sections, Click on **Verify** to complete the process.