

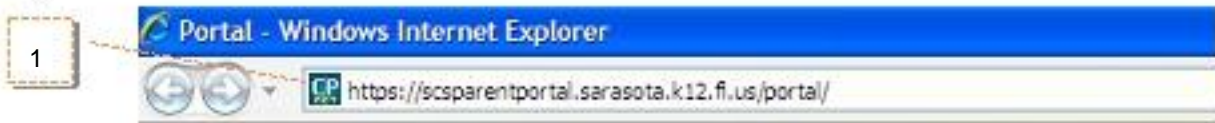


Sarasota Schools Parent Portal

Signing Into Parent Portal

1	Using your Internet connection (Comcast, Verizon, Bright House...etc) web browser enter the Parent Portal Web address: https://scsparentportal.sarasota.k12.fl.us/portal/
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Note: Supported Internet web browsers versions supported are Microsoft Internet Explorer 7.0 or 8.0 Safari 3.0, and Mozilla Firefox 3.0 or any newer version.

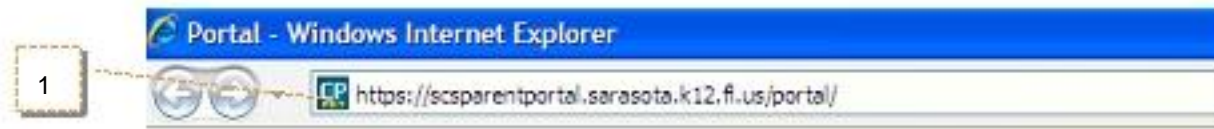


2	Once the Sign-in screen appears, enter your Parent Portal User ID to the area on right of the " User Name "
3	Then enter that account's password in the " Password " area
4	Left mouse click on the " Sign-In " button

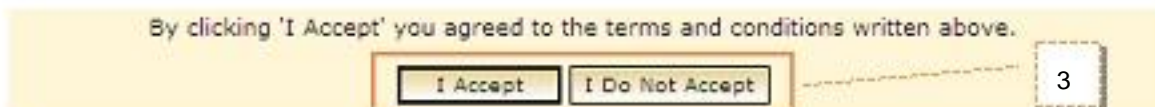


Requesting Parent Access to Sarasota Parent Portal (Self Registration Process)

1	Using an Internet connection and web browser enter your Parent Portal URL address: https://scsparentportal.sarasota.k12.fl.us/portal/
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2	Select " <i>New User Registration</i> " link on the web page.
3	Read the CrossPointe Parent Portal "Terms and Conditions" page. Select the " I Accept " button at the bottom of the page to continue the parent registration process. If you select " I Do Not Accept " you will be returned back to the Parent Portal login screen.



4	Enter a User Name. This name will be a Parent's "User Name" used to access the Parent Portal. It can be any combination of both letters and numbers.
5	Select " No " to the question "Are you a student?" if you are a Parent. If you are a student, select " Yes ".
6	Enter the Parent's First and Last names.
7	Enter a password for the parent's User Name. Passwords are case sensitive.
8	Enter your Email Address that should be used by this system to confirm this account's security. "User Name" account and password changes/notices will be sent to this email address.
9	Enter your child's Student Number ("N Number") of your child in the Student ID field. The N Number or Student ID is a set of numbers that starts with the letter N. Do not enter the N , enter only the numeric values into this field. Repeat this process for each child you have at one of our participating pilot schools.
10	Select " Save " to complete the Parent account creation process.
11	A Parent access confirmation number will be emailed to the address you provided in step number 8. You will need this information to login and the complete registration process.



New User Registration

4

5

User Name: SMITHJ Are you a student? Yes No

Last Name: SMITH First Name: JOHN

6 Password: ***** Confirm Password: *****

Email: john_smith789@yahoo.com 7

8 **Add Students**

Student ID	Last Name	First Name	Birth Date
999999	SMITH	JANE	10/27/94

9

10

Save Clear

[Back to Login](#)

Retrieving a Forgotten Parent Portal Password	
1	At the Parent Portal Sign-in screen, click "Forgot Password?" link.
2	On the Forgot Password screen, enter your Parent Portal User ID and Email address.
3	Click Submit. Your Parent Portal password will be automatically emailed to the account used when you registered.

SARASOTA COUNTY SCHOOL BOARD

2

User Name: SMITHJ

Email: john_smith789@yahoo.c

3

Submit Clear

1

User Assistance

[Forgot Password?](#)

[Forgot User Name?](#)

[New User Registration](#)

[Change Language](#)

[Back To Login](#)

Retrieving a Forgotten Parent Portal User Name

1	At the Parent Portal Sign-in screen, click "Forgot User Name?" link.
2	On the Forgot Password screen, enter your Parent Portal User ID and Email address.
3	Click Submit. Your Parent Portal "User Name" will be automatically emailed to the account used when you registered.

SARASOTA COUNTY SCHOOL BOARD

User Assistance

[Forgot Password?](#)

[Forgot User Name?](#)

[New User Registration](#)

[Change Language](#)

[Back To Login](#)


First Name: JOHN

Last Name: SMITH

Email: john_smith789@yahoo.com

Submit Clear



Navigating & Using Parent Portal	
1	<p>The Parent Portal can be navigated using the menu on the left side of the web page.</p> <p>Student Schedules - Defaults to show a child's school schedule.</p> <ul style="list-style-type: none"> • Periods: Class Period • Pattern: Days of the week the class meets • Tm: What semester the class is in • Room: Room Number • Course: Course Number • Title: Course Title • School: The school the student is enrolled in • Teacher: The Teacher teaching that course <p>Attendance - View a child's daily and historical attendance.</p> <p>Grades -Access child's current grades.</p> <p>Assignments - List all the courses your student is enrolled in with the numeric average, letter grade, total absences, unexcused absences, excused absences and tardies. The assignment "Info-Details" will list several Categories:</p> <ul style="list-style-type: none"> • Homework • Class Work • Projects • Quizzes • Labs • Semester Exam <p>Miscellaneous - Change parent portal passwords, set automatic academic email alerts (attendance, grades, discipline...etc), and add/remove which children are displayed in the parent portal.</p> <p>Emailing Teachers - At various points in the program you may see an email icon next to a</p>
2	<p>teacher's name (). By clicking on this icon/picture you can compose and send an email to that teacher automatically.</p>



Student: SMITH, JANE Counselor:
School: SARASOTA HIGH SCHOOL Homeroom:
Grade Lv.: 11 ID: 999999 Year: 2009 - 2010

Student Schedules

Attendance

Grades

Assignments

Discipline

Health

Miscellaneous

Term | Year Monday | Tuesday | Wednesday | Thursday | Friday Current Period

Prd	Title Course-Section Teacher	Pattern School	Rm Bld	Trm	Qtr
1-1	AMER HIST 2100310-1 HARTMAN, JACK L	MTWRF SARA...	13/1... 0051	1	1
2-2	CPTR PROG 1 0201300-1 MORA, GLEN	MTWRF SARA...	13/-... 0051	1	1
3-3	ADV PL CPTR SCI A 0200320-1 MORA, GLEN	MTWRF SARA...	13/-... 0051	1	1
4-4	AMER SIGN LANG 2 0717310-1 LEVERENTZ, DEBORAH L	MTWRF SARA...	13/-... 0051	1	1
5-5	ENG 3 1001370-4 LOFTON, GEORGIA	MTWRF SARA...	14/-... 0051	1	1
6-6	LEAD ED/TRAIN 4 1801330-4 THIBAUT, FRED	MTWRF SARA...	04/-... 0051	1	1

Parent Portal Support:

- If you have forgotten your password/username and the online password reset feature does not work, call contact the School Office.
- The School Office is not able to address service provider issues or computer hardware/software problems.
- Attendance questions should be directed to the School Office.
- Any questions about grades should be directed to the teacher.