

Parent Portal (Web Access) Instructions

Step 1. Notification Letter

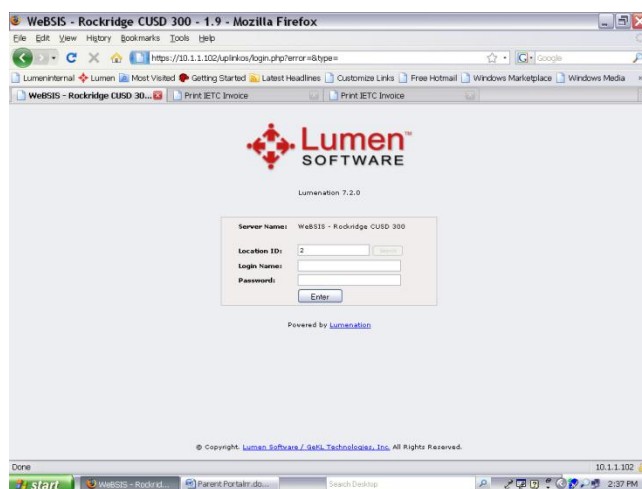
Log-in information was provided at the JH & HS Open House nights. If you did not receive the notification letter, please contact the school. The Junior High number is 309-793-8040 and the High School number is 309-793-8020.

Step 2. Necessary Equipment

In order to access your student's information you will need to have an Internet connection and a web browser. Dial-up Internet access will work; however, a broadband/DSL/cable connection is preferred. Internet Explorer 6.x or above will work, however, Google Chrome or Mozilla Firefox 3.5.x is preferred. Mozilla Firefox may be downloaded for free from <http://www.mozilla.com>

Step 3. Browser Navigation

Once you have your notification letter, an Internet connection, and web browser (Firefox) you are ready to begin. Start by launching your web browser. Once your web browser has loaded enter the URL for the log-in page: <https://209.7.159.17/uplinkos/login.php>. Please type this address carefully, then bookmark the page for easier access in the future. (Note that this URL is also listed on your notification letter.) This link will take you to the login page shown below:

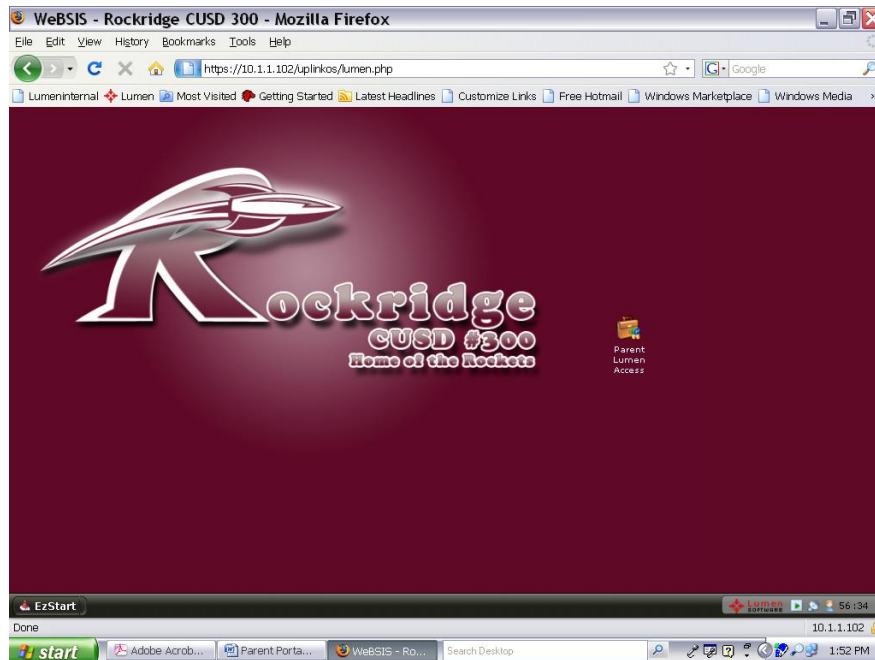


Step 4. Log on to the System

You will need three pieces of information that are included on your notification letter:

Location #, Parent Access User ID, Parent Access User Password. All three of these can be found in the middle of your notification letter. Once you have located these, start by entering the **Location #** in the Location ID field, then move to the Login Name and enter your **Parent Access User ID**, next move to the Password field and enter your **Parent Access User Password**.

Once you have entered this information click the **Enter** button, and you will be logged into the system. The following screen should be displayed after a successful login:



The screen that displays after the login is your home screen/desktop. This screen is home to a number of important features. Icons on your desktop can be clicked to access additional information. The home screen/desktop resembles a Microsoft Windows environment. If you have used any Microsoft Operating System you should feel comfortable with navigation of the Parent Portal. If you have not, this guide will be a good starting point. Another important feature to point out is the clock in the lower right hand corner. This clock does not display the current time, instead it displays a countdown. The countdown begins at forty-five minutes and counts backward to zero. When the system reaches zero it automatically logs you out. *(It is important to note as long as you are actively using the system it will NOT log you out – only forty-five minutes of inactivity will result in an auto logoff). This is a security feature meant to ensure safety of your student’s data should you forget to log off.

Step 6. Launch Parent Lumen Access

On your home screen/desktop one of the icons is **Parent Lumen Access**. Click on the **Parent Lumen Access** icon to enter the program. The **Parent Lumen Access Summary Window** will open. Your student’s name should be listed. *Please note that only the student on your notification letter will be listed – if you have more than one student you may manage them by following the instructions in Step #7. If your student is not listed you can follow the instructions in Step #7 to locate his/her information.

Step 7. Adding Additional Students: Start by clicking the button “**Add My Other Students (if any)**”. Once the additional student summary access window opens you will again need three

pieces of information from your notification letter. *Two of the pieces of information are the same as in Step 4 however, one is not. All three can still be found on your notification letter. You will once again need your **Parent Access User ID for Student, Parent Access Password for Student** and also **Lumen Portal Student ID#** (the **Student ID#** should not be confused with the **Location ID#** – the two are totally different). Your **Lumen Portal Student ID#** can be found on your notification letter under **Student Information** section. Once you have located all three pieces of information enter them in the corresponding fields and then click the **Request Access to Your Student Information** button in the lower right of your display window. The system will search for your student information.

Step 8. User Agreement Acceptance. Once you have clicked the **Request Access to Your Student Information** button an **Accept/Decline User Access Responsibilities** window appears. Please read the terms carefully and click the **Accept** button. (If you choose to **Decline** you will not be able to view your student's information). After you have clicked on the **Accept** button you will then need to click the **Apply** button in the lower right corner of the window. You will need to repeat Step 7 and Step 8 for each additional student.

Step 9. Familiarizing My Students Summary Window. Once you have accepted the **User Access Responsibilities Terms** you will see the **My Students Summary Info** window. Note there are several Columns with headings: **School, Lumen Student #, Student Name,** and **User Information Access Agreement.**

Step 10. Launch Parent Portal View. To launch the **Parent Portal View** click on your student's name. Your child's name will display at the top of the **Parent Portal View**. There is a wealth of information contained on this opening window.

- The window is divided into two large columns. You can scroll up or down in either column by positioning your mouse pointer on the bar between the two columns or on the bar at the far right.
- The left column houses categories which can be expanded by clicking on the **More** button. This will expand the information onto the right column for more detailed information.
- The default setting when you launch **Parent Portal View** is **Course Information Summary**. It is important to remember in the left column your student's **Course Info** is divided into **S1 (Semester One) & S2 (Semester Two)** as not all classes are yearlong semester one and two courses could differ.
- In **Course Information Summary** you can view your student's grades per quarter and semester. This screen looks like a report card. Viewing a grade letter and a percentage can be taken one step further by clicking on a particular score/letter grade. This will launch the **Course Assignments and Grade Information Window** display window described in Step 11.

- Clicking on an instructor's name will open up a window that will allow you to send an e-mail message to that teacher.

Step 11. Viewing Assignments. After clicking on the letter grade and percentage mentioned in Step 10 the Course Assignments and Grade Information Window will open. This window lists all assignments that compose your student's letter grade and percentage in the **Course Information Window** shown in Step 10.

Step 12. Classroom Activities. Scrolling down the left hand column the next box you will come to is **Classroom Activities/Assignments**. To expand this column to the right of your screen click on the **More** button. It is important to note you can view the current day's **Classroom Activities/Assignments** before expanding. **Classroom Activities/Assignments** are teacher-entered fields. These can range from daily assignments to classroom important dates. This category may or may not contain information depending on the class and instructor.

New for 2010-11 is a section where parents can access information on their student's lunch account! Look for the "Lunch Account" section on the left side of the parent portal main view. Parents can monitor their student's lunch balance, verify deposits have been made, and view lunch account activity.

If you have any questions after reviewing these instructions, please contact your child's principal: Mike Ruff, RJHS Principal, 793-8040, mruff@rockridgeschools.org. Katy Hasson, RHS Principal, 793-8020, khasson@rockridgeschools.org.

