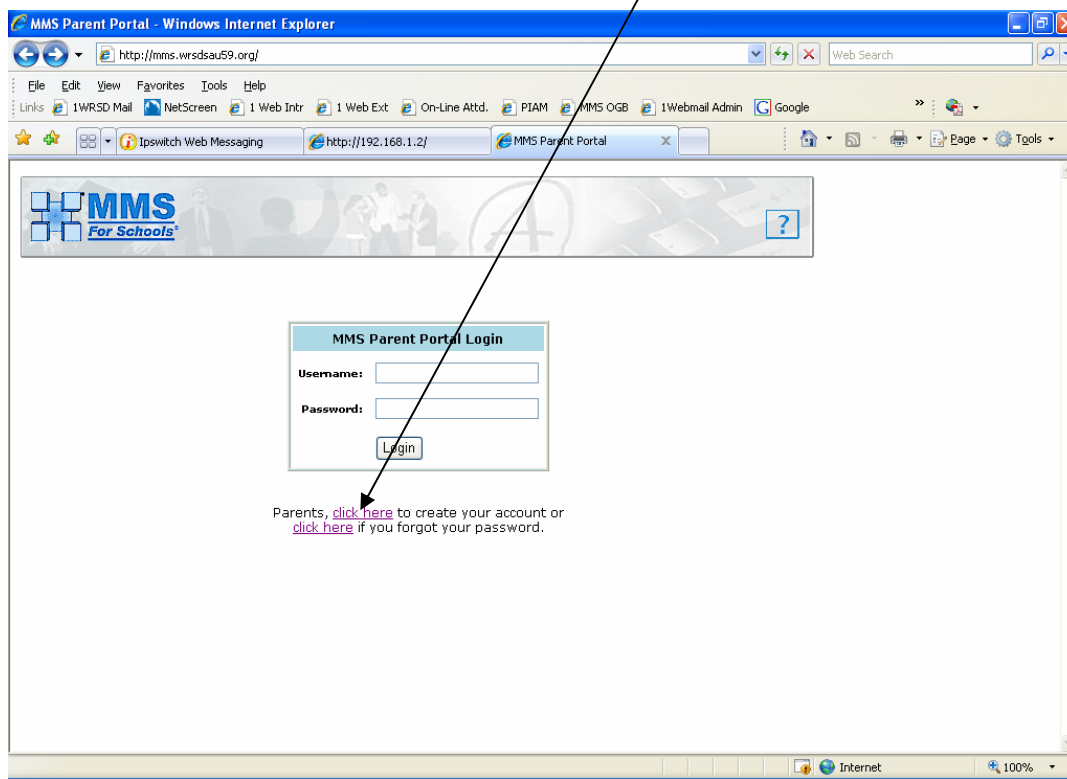


Please read and follow all the steps in this document before calling the school for assistance. This will help the secretary staff at each school who will be managing the program. To setup online access to view your student(s) grades, assignments, schedule and biographical information the parent/guardian who will be logging in online must have:

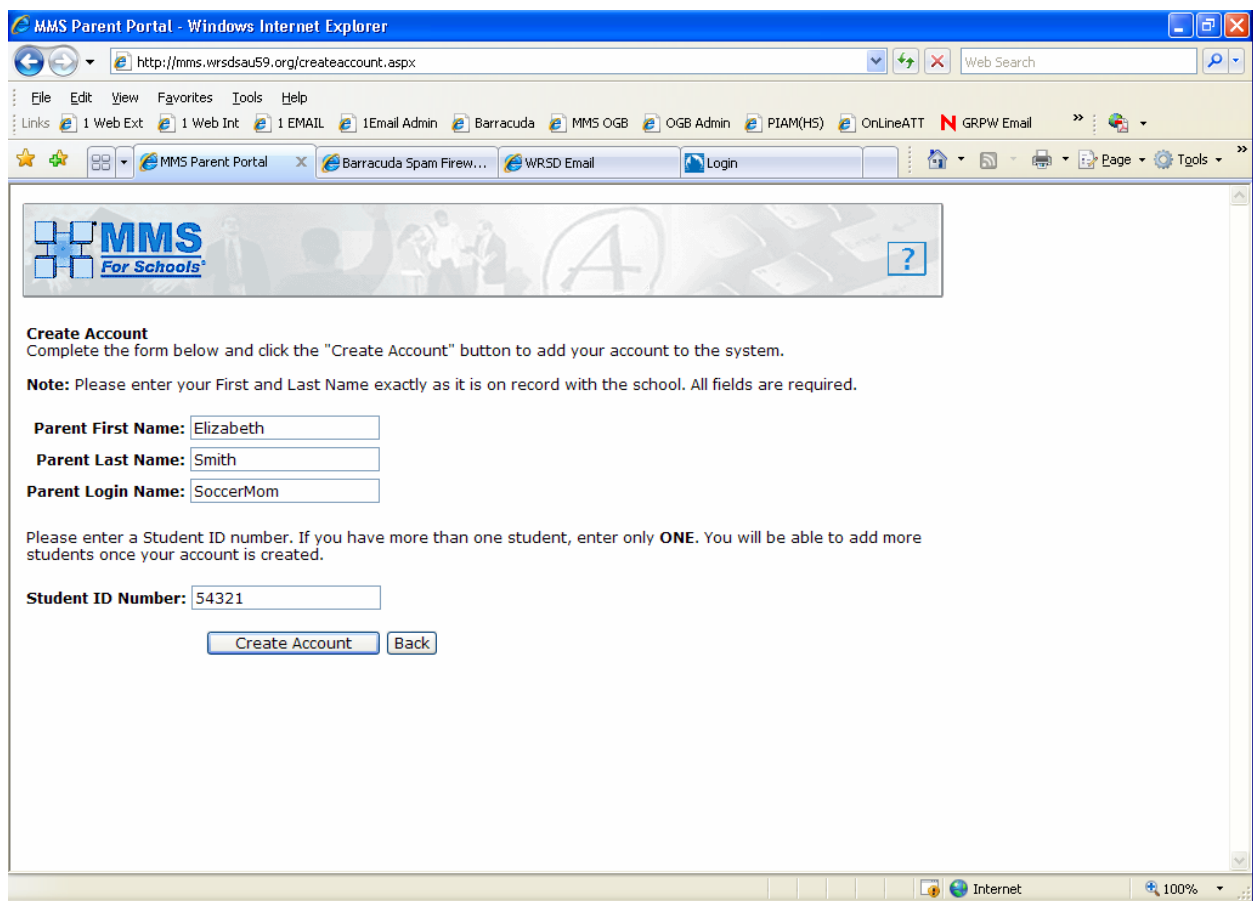
- #1. provided their first name, last name and email address to the school(s) via the beginning of the year information sheet or have communicated it to the main office since the beginning of the school year or when it has changed.
- #2. their student(s) 5 digit school ID number (located on schedules and ID cards)

Once this information is in place:

1. Go to: <http://www.wrsdsau59.org/services.html> From the local menu on the left, select "Online Grades". At the bottom of the page select "Parent Access"
2. **First Time users** click on "Parents, [click here](#) to create your account". This process is done only once. **Established users** will just type in their Username and Password on the main screen. (Creating accounts for students to use is done from within your parent account – see notes under item #8 below).



3. On the next page: Type in your First Name (*exactly as previously submitted to the school*), your Last Name, and then a name you choose for your "Parent Login Name" (*this allows you to use a name only you know therefore adds to the security of the login*)
4. Type in your student's 5 digit school ID number and click "Create Account"



5. If successful you should see a message saying your Account has been created and that an email has been sent to your email address with your username and temporary password.
Check your email account for mail from “WRSDSIS@wrsdsau59.org”. This is the information you will use to log into the system.
6. Go back to the main login page (<http://www.wrsdsau59.org/services.html>) and type in your username and the temporary password from your email message. Click “Login”
7. The first time you successfully log into the system you will be asked to change your password. You will need to type in your “Old Password” (the one that was just provided to you through email), then type in a “New Password” of your choosing, and to retype it to “Confirm New Password”. **(Do not use a simple or common password that could be easily guessed – we can not protect the viewing of your student’s data if your login name and password are easily compromised.)** Click “Change Password”.
8. If successful you will be brought to the main page where you can select to view your students’: courses, grades, schedule and biographical information.

Click on the “My Account” tab to:

- A. Change your password
- B. Add additional student(s) to view with your login or to create student logins

NOTES: -Teachers will be adding assignments and grades periodically throughout the quarter; this will be done minimally every two weeks.