

Instructions for Creating a Parent Portal Account

The Parent Portal can be accessed from the district website. You will also find a video demonstrating the process for creating an account. You can also go directly to <https://sms.oceansideschools.org/campus/portal/oceanside.jsp>. Note that this address requires **https**. This insures that the access is secure.

STEP 1

When you arrive at the site, you will be brought to a log-in screen. In order to use your assigned Activation Key, click **HELP**.

STEP 2

After clicking HELP you will see a drop down message. Click the blue "Click Here" icon.

STEP 3

Enter your 32 digit Activation Key in the boxes provided.

THIS KEY IS CASE-SENSITIVE!

When you are finished, click "Submit".

STEP 4

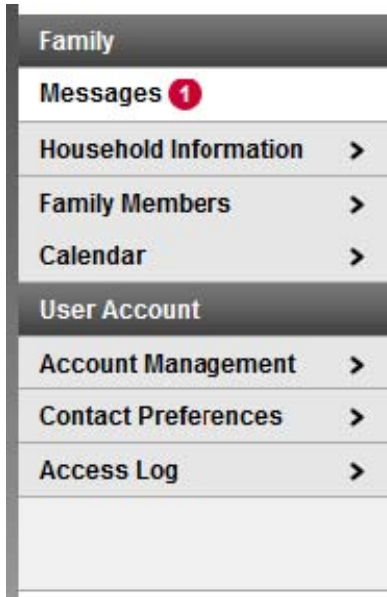
Create a username and password.

At this point, you will be asked if you want to enable your security settings. It is important that you do so. The first action will be to provide an email address that will be used should you forget your username or password.

Next, you will have to pick 8 pictures of things you like and 8 pictures of things you dislike. (Hint: Use one category for likes and another for dislikes.) If you need to reset your account, you will be asked to pick from a set of pictures something you like or dislike based on your selections.

You will then be asked to submit your password to confirm.

You will then be taken to your home screen. Remember that you can get assistance by sending an email to the address specific to your school.



A BRIEF OVERVIEW OF THE PARENT PORTAL

Once logged in, an index of accessible information for the household is listed in the navigation pane located on the left hand side of the screen. This information should list all children present in the household.

Sign Out and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons.

Clicking the **Home** button will take the user back to the homepage seen upon entering the site. This page contains the **Family** and **User Account** sections of the navigation pane. When a user logs on for the first time, the **Messages** tab located in the Family section is selected.

The listing to left will appear BEFORE you select a student from the switch student dropdown.

MESSAGES TAB is selected by default. Its contents are divided into three sections: District Notices, School Notices and Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and displayed until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest.

HOUSEHOLD INFORMATION- This section houses information associated with the user's address. To change other demographic data, please contact Central Registration at 516-678-6238. **If discrepancies are found in this information, please contact your school immediately!**

FAMILY MEMBERS - This is a listing of all children for whom you are the legal guardian as well as others who comprise your household. Non-household emergency contacts are not present. Parents can submit a request to change household phone numbers only via the portal. To change other demographic data please contact Central Registration at 516-678-6238.

CALENDAR – This displays the school calendar and indicates an absence for your child by an icon in the form of a bell.



You can view the calendar for all children or for each child individually under his/her name.

ACCOUNT MANAGEMENT – You are able to change your password on this screen.

CONTACT PREFERENCES- It is important for you to enter your e-mail in the space provided to allow for email notifications from the school and district. You can also enter a secondary address. These should be guardian emails and NOT student email addresses.

ACCESS LOG –This log allows you to view a record of each time your account was accessed by you.

IF YOU HAVE MORE THAN ONE CHILD ATTENDING SCHOOL, AT THE TOP LEFT THERE IS A PULL DOWN TO SELECT ONE OF THEM TO VIEW.

You will then see other menu items...

SCHEDULE – A depiction of the schedule with a link to your computer's email browser to email the teacher and for secondary students a link to viewing grades.

ATTENDANCE – This is a summary of the student's attendance from the beginning of the current school year. It is color coded to indicate the status of the event. The specific reason behind the absence will not be indicated. PLEASE NOTE THAT ATTENDANCE MAY NOT BE COMPLETELY RECONCILED UNTIL 3:30 PM.

ASSESSMENT – A complete record of your child's standardized tests and Regents Exams is listed.

TRANSPORTATION – Bus information will be displayed, if applicable.

REPORTS – Progress reports, report cards, a printable copy of the student's schedule, and transcript (for high school students only) are available for viewing.

Legend

A	= Absent
T	= Tardy
E	= Early Release
	= Unknown
	= Excused
	= Unexcused
	= Exempt

PLEASE NOTE: The information presented is only a view. Access to the actual student information database cannot occur through the portal. Please protect your account information and do not hesitate to email portal@oceansideschools.org for assistance.