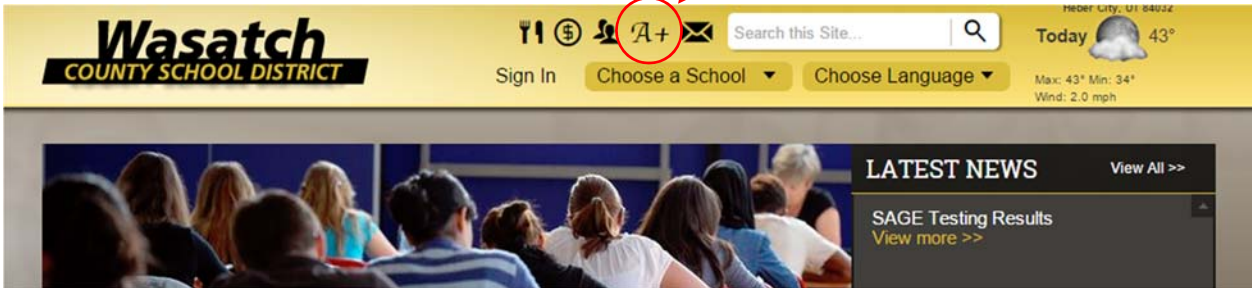


How to Create a Parent's Username and Password on the SIS System

1. Open a browser of choice and go to our Districts Website (<http://www.wasatch.edu>)
2. Click the SIS button (A+) towards the top of the page.



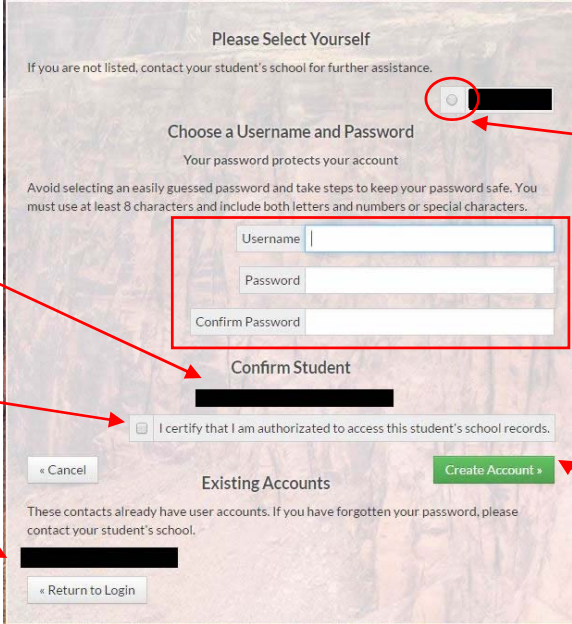
3. In the SIS window, click on request a username link

The image shows a login page titled 'Wasatch School District Welcomes You!'. It has input fields for 'Username' and 'Password', and a 'Login >' button. Below the login fields, there is a link 'Request a Username' which is circled in red. At the bottom, there is a link 'Forgot Your Password?'.

4. The following window will appear. Enter one of your students ID numbers, as well as their date of birth in the dialog box. The Student ID is also known as their "lunch number", for the lower grades. Click "Lookup Student"

The image shows a dialog box titled 'Select Your Student'. It has a 'Student ID' input field and a 'Birth Date' field with a format of 'mm / dd / yyyy'. There is a 'Cancel' button on the left and a 'Lookup Student >' button on the right.

5. Verify the information given in the dialog box and then create a username of your choosing.



The screenshot shows a web interface for creating a user account. The main heading is "Please Select Yourself". Below it, there is a note: "If you are not listed, contact your student's school for further assistance." A red circle highlights a radio button next to a redacted name. The next section is "Choose a Username and Password", with a note: "Your password protects your account. Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters." There are three input fields: "Username", "Password", and "Confirm Password". A red box surrounds these fields. Below the input fields is a "Confirm Student" section with a redacted name and a checkbox labeled "I certify that I am authorized to access this student's school records." There are "Cancel" and "Create Account" buttons. The "Create Account" button is green. Below this is an "Existing Accounts" section with a note: "These contacts already have user accounts. If you have forgotten your password, please contact your student's school." There is a redacted name and a "Return to Login" button.

Student Name and Birthday will be displayed.

Check the box certifying this is your student.

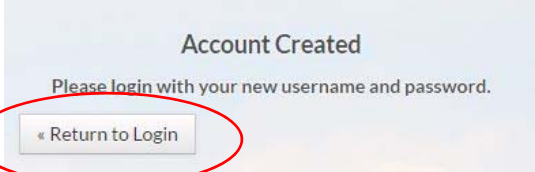
Other accounts that are already following this particular student.

Parent Name. Check the radio button next to your name.

Create a username and Password for you to use to login to the SIS system.

Click the "Create Account" button.

6. A dialog box will next appear advising that the account has been created. Click the "Return to Login" button. Enter your username and password credentials. This will log you in the system and all of your students will be visible. Click each student to monitor their attendance and grades.



The screenshot shows a dialog box titled "Account Created". The text inside says "Please login with your new username and password." Below this text is a button labeled "Return to Login", which is circled in red.