

SchoolView Parent Access Log-in Instructions

Dear ISD 197 SchoolView Parent Access Subscriber:

Thank you for enrolling in the ISD 197 SchoolView program, which will give you anywhere, any time access to school-related information on your children enrolled in ISD 197 middle and high schools.

Maintaining the security of your children's information is a top priority for us. While setting up your access involves several detailed steps that guarantee this security, once you have completed these, you will only need to enter your user name and password to access information.

Please make sure you have a compatible web browser loaded on your computer.

PC: Internet Explorer 5.5 or higher, or Netscape 6.2

Mac: Internet Explorer 5.1 or higher, or Netscape 6.2

Then follow these steps:

1. Log on to <http://d0197n03.ties.k12.mn.us/schoolview> or go to the SchoolView link on the ISD 197 and school websites.
2. Online tutorial help is available. Click on "Tutorials" on the right side of the black bar. You can open the tutorials as soon as you open the webpage.
3. Select the button that says "I haven't registered yet."
4. Enter 0197 in the district box.
5. Enter your access key in the "your SchoolView access key" box. This key is case-sensitive, lengthy and requires exact accuracy but will only be used on your initial entrance into the system.
6. Select the "continue" button. Note: If you make an error in entering your access key, you will be prompted to correct it.
7. Validate your SchoolView access key by confirming the birth date of your oldest child currently enrolled in District 197. Enter the birth date and select the "continue" button.
8. Think of a user name and enter it in the box. **Remember this user name.** You will use it for all future logins.
9. Think of a password and enter it in the box. **Select a password you will not forget** and your children and others will not be able to guess. Follow the rules on the screen for creating your password.
10. Confirm your new password.
11. Answer the questions that will be used to issue you a new password in the event you forget your original one. Use the pull-down menu to select the question. Type the answers in the appropriate boxes. **Make note of your answers!** The answers are case and punctuation sensitive, and must be typed **exactly** as you did originally if you forget your password.
12. Select "login." **Note:** If you make an error in entering your user name, password or question answers, you will be prompted to correct it.
13. Select the child's name whose information you wish to view. If you have more than one child in one school, you will need to select the school you wish to view.
14. To view information regarding the student you selected, click on the options listed at the top of the page. Your options may include: Schedule, Attendance and Gradebook.

15. To subscribe to automatic attendance alert:
 - Select a student.
 - Click on the “My Account” tab on the top right side of the screen.
 - Check “attendance.
 - Click the “update” button.

Once you are subscribed, you do not need to repeat this process unless you wish to unsubscribe or change your e-mail address.

This feature will send an e-mail to your address any time your child is marked tardy or absent in class. The e-mail will tell you to check attendance in SchoolView. It will not give you details. Log on to SchoolView to see the details of the attendance alert. Only one e-mail will be sent per day, so a student’s attendance status could change between when the e-mail is sent and when you log into SchoolView.

Please be aware that the alert is sent as soon as a teacher marks the student absent, sometimes before the attendance department has processed all excused absences. If you receive an alert and you believe the absence has been excused, please wait and check SchoolView later before calling the school.

16. When you have finished viewing information about your children, be sure to click on the **Log Out** link to exit the page. Never leave this page open because others may see your confidential information.
17. You can return to SchoolView at any time by logging on at the address found in #1 (remember to bookmark it or add it to your favorites list). When you re-enter in the future, you will only need to enter your user name and password to access information.
18. Finally, be sure to follow the Acceptable Use Policy requirements you have already signed. Responsible use of SchoolView will help us provide you with the best information possible. If you need help at any point, you may contact your student’s school office or via email at SchoolViewHelpdesk@isd197.org.

Friendly Hills Middle School
651-905-4100

Henry Sibley High School
651-681-2351

Heritage Middle School
651-905-4000

Please note: At some points of the school year, there is extensive time required on the part of teachers to grade and enter assignments for all students, especially large projects or tests. We ask that parents respect this time. Teachers make every effort to enter grades into the SchoolView system within a reasonable time frame.

SchoolView Parent Access Acceptable Use Policy

- Parents **will not share their passwords** with anyone, including their children.
- Parents will not attempt to harm or destroy data of their children or of another user, school or district network or the Internet.
- Parents will not use SchoolView for any illegal activity, including violation of data privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents will not access data or any account owned by another parent.
- Parents who identify a security problem with SchoolView must notify the school office immediately, without demonstrating the problem to anyone else.
- Parents who are identified as a security risk to the SchoolView program or District 197 computers or data systems will be denied access to SchoolView.