

InformationNOW Home Portal Quick Guide

Login

The website address for **InformationNOW** or **INOW** is

<https://sis-lincoln.tnk12.gov/informationnow>

See the attached document containing your username and password. Using the login information provided:

- Open a browser window.
- Enter the username and Password. If you forget your password, contact your child's school for help with resetting your password.
- Click Login.

The first time you log in, you may need to reset your password for security purposes. If so, enter the old password. Then enter the new password and retype it in the space provided. Click OK to save the changes.

Home

- **Home Page:** A list of announcements will display. Some announcements may have a blue link that you may click to view more details.
- **School Calendar:** Displays a calendar of school events and schedules. An event will display as a blue link. Click the link to view more details. Non-attendance days appear in gray. Click the month drop-list to view a different month or click the >> or << arrows to navigate to a different month.
- **Click Events** to view only events for that month.
Click Schedule to view the attendance days/schedule (early out days, rotation days).
Click Both to view both events and the schedule.

Attendance

Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused).

- Click the **date** of the absence to view more details.
- **View Period Absences:** Click to view a list of all periods missed.
- **View Check IN/OUT:** Click to view a list of the dates/times that your child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

Demographic

Displays the basic demographic information on file at your child's school. If any information needs to be corrected, please contact your child's school.

Discipline

Click to view a list of any applicable discipline records for your child for this year including the date, infraction, inf. count (how many times the student committed this infraction), demerits, disposition, disp. Count (how many times the student received this disposition) and the date on which the student must serve the disposition.

- Click the date to view more details about the discipline record.

Grades

Displays all of the current running averages (grades) for your child's classes.

- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.

- **A:** Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the + button to view more details about the activity. Click the Progress Report button to view/print a report for your child's activities for this class.
- **D:** Click to view more details about your child's grades for this class.

Schedule

Displays the schedule that your child has for the selected year (academic session).

Reports

InformationNOW uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://get.adobe.com/reader>

- **Comprehensive Progress:** A list of activity grades like homework, quiz, or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments (only available after first grading period has passed).
- **Unofficial Transcript:** A student's unofficial transcript. A watermark will print indicating this is an unofficial copy. Therefore this transcript may not be submitted to colleges for consideration.

System Preferences

- Alerts
- **Attendance:** Check if you would like to receive an email alert when your child is marked all day absent or tardy to school.
- **Discipline:** Check if you would like to receive an email when your child has been given a discipline record at their school.
- **Grades:** Check to receive an email if
 - *Child receives a failing report card grade.
 - *Child's overall average of assignments such as homework, quizzes and tests drops below passing.
- **Go Green:** If selected, you will receive an email from the school announcing when reports such as report cards or progress reports are available for viewing online. You will not receive a printed report. To **Go Green**, check the box and enter a primary e-mail address. An e-mail will be sent from the school when an electronic version of a report is ready. To view the report, log in to **InformationNOW**, and under the reports link on the left, click the desired report.
- **E-Mail:** Enter the primary e-mail address for the school to use for announcements and other information.
- **Change Password:** To change your password, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:
 - *Must be a minimum of eight alpha-numeric characters in length.
 - *Must contain at least one number and one letter.
 - *Cannot be password, pass, administrator, or admin.
 - *Cannot be the same as the username.