

THE PARENT PORTAL

1st time INSTRUCTIONS FOR LOGGING INTO PARENT PORTAL for the 2014-2015 School Year

You will feel like you are logging in twice, and you are. The best analogy we can provide is this: It is like you have a fence around your house. You have to unlatch the fence before unlocking the front door.

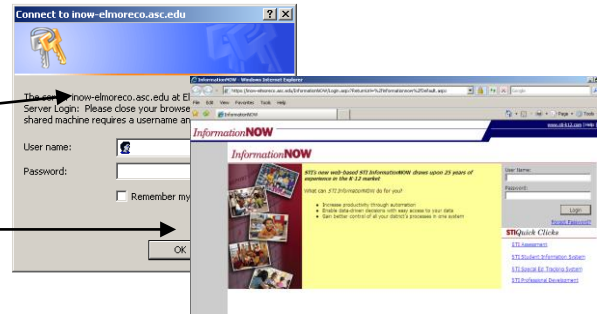
Step 1(fence)

Go to: <https://inow-elmoreco.asc.edu/InformationNOW/>

USERNAME: homeaccess

PASSWORD: elmore2015

You should be on the iNow Home Page



Step 2:(house-front door)

Complete the next set of username and password fields

USERNAME: (on the back of this sheet)

Temporary PASSWORD: elmore2015 (this is a zero, not the letter "O")

Step 3:

You will be asked to enter

OLD PASSWORD = elmore2015

NEW PASSWORD = your choice

NEW PASSWORD = retype your chosen password



- Minimum 8 characters in length
 - Must contain at least one number and one letter
 - Cannot be 'password', 'pass', 'word', 'administrator', or 'admin'
 - Cannot be same as username
- You will only do step 3 once.

Step 4:

Once you log in click on settings under system preferences on the left side of the page. Enter your email address and click save. This will allow you to access the password reset feature in case you forget your password.

It is **IMPORTANT** that you **write your password down**. You are the only one that has access to your password. The school can't look it up. **REMEMBER** to complete **step 4**.

Username: (on the back of this sheet) _____ New Password: _____

After you reset the password for the 1st time you will use these instructions.

Step 1(fence)

Go to: <https://inow-elmoreco.asc.edu/InformationNOW/>

USERNAME: homeaccess

PASSWORD: elmore2015

Step 2:(house-front door)

USERNAME: (on the back of this sheet)

PASSWORD: your chosen password from Step 3

