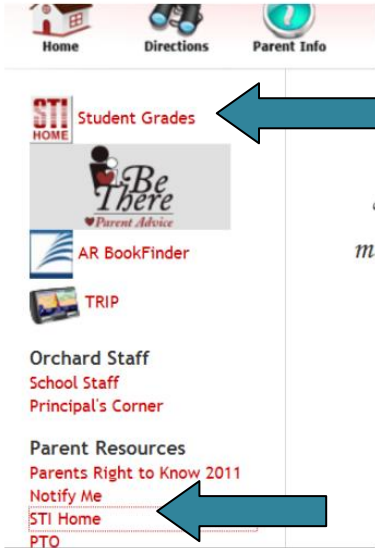


# How to Access STI Home: For Parents/Guardians (as of 12-2-11')

Go to the Orchard Elementary website

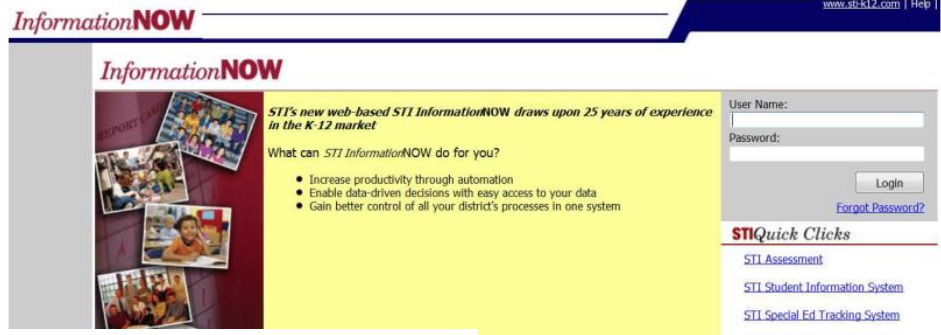
<http://orchard.mce.schoolinsites.com/>



Click on STI Home Student Grades (top left under home OR under parent resources)

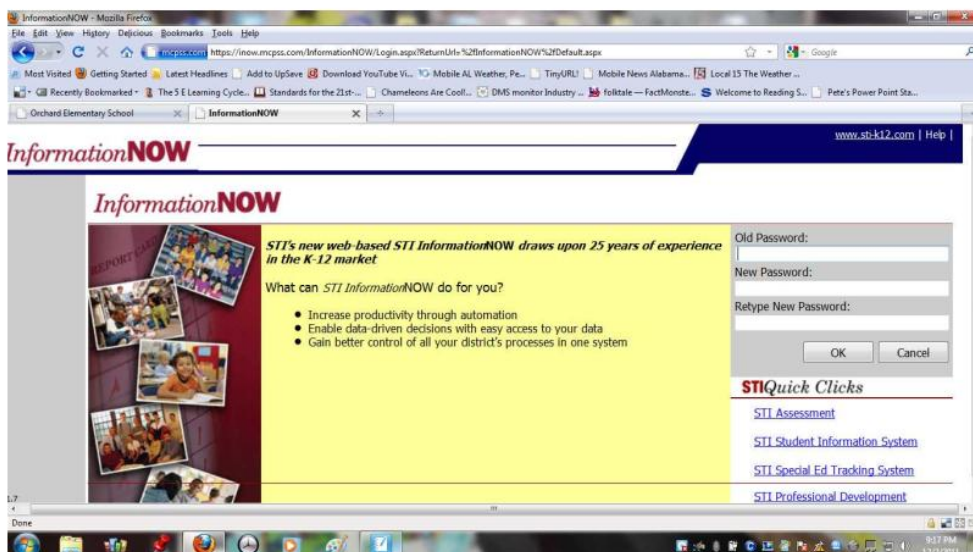
Type in the username and temporary password assigned by the registrar

Click login



At this time you will be asked to enter the old password (once) and the new password (twice)

Click OK



The screenshot shows the InformationNOW website interface. At the top left is the logo "InformationNOW". At the top right, there is a user profile section with a student name (redacted with a blue square) and a "Help | Logout" link. Below this, there are dropdown menus for "Student" (redacted) and "School/Academic Session" (Orchard Elementary S... | 2011-12). The main content area has a breadcrumb trail: "Home > Home > Home Page". The date "8/30/2011" is displayed. The main heading is "Update Your Email Address Today!". Below this, it says "Dear Parents!" and "Please take the time to check/update your E-mail address under settings. If you ever forget your password and need to reset it, you can only reset it if your email address is correct under settings." It ends with "Thank you." The left sidebar contains a navigation menu with categories: Home, Student Information, and Reports. Under Student Information, there are links for Attendance, Demographic, Discipline, Grades, Requests, and Schedule. Under Reports, there is a link for Comprehensive Progress.

(This child's name and his/her guardian's information has been covered with the blue squares for privacy. On your child's page you will see his/her name)

Once you are logged in you will see the announcements page

The front page shows announcements

The left menu allows you to check your child's attendance (absences, tardies, excuses), grades (printable progress report with up to date tests and quarterly grades)

You can also add your email address to get more information

There is an option to change your password