InformationNOW – Parent Portal

About this Guide

This Quick Reference Guide provides an overview of the options
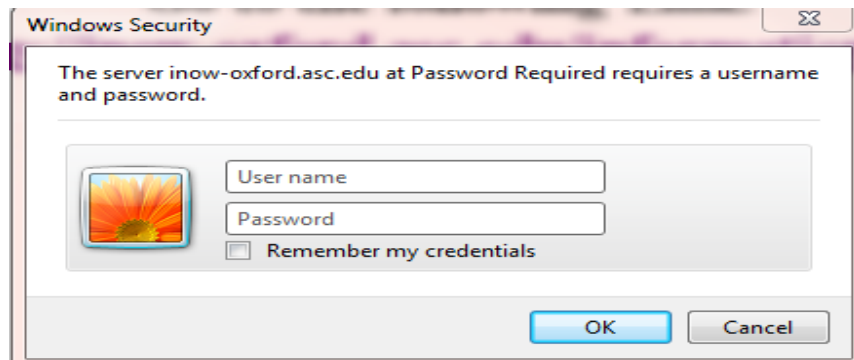available through a parent/contact login to *Information***NOW**

Login

To log in, open a Web browser window.

• **Use the following to log in to the Web VPN - http://inow-oxford.asc.edu/informationnow**
You will see the screen below:
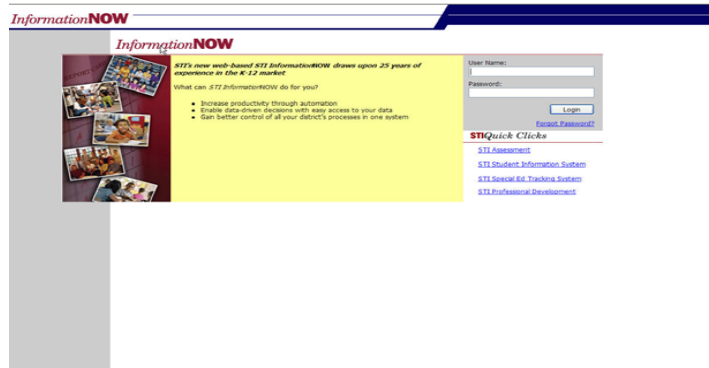
• Enter the *User Name* and *Password*.

     User name- parent (lowercase)

     Password-   parent (lowercase)

      • *** This will not change ***

• Click **Login**.

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This should take you to the iNow log in screen.

To obtain a parent/contact login to *Information**NOW***, please contact the school. Users must receive a user name and password to access the program.

The first time a user logs in; you will be prompted to change your password.
Enter the password you received from the school. Then enter the new password and retype it in the space provided. Click **OK** to save the changes.

IF YOU ARE HAVING PROBLEMS LOGGING INTO I-NOW, THEN MAKE SURE YOU HAVE *POP-UP BLOCKERS TURNED OFF* AND *GOOGLE TOOLBAR DIASBLED OR TURNED OFF*. THERE MAY BE OTHER ADD-ON TOOBARS THAT WILL PREVENT POP-UPS THAT YOU MAY NEED TO TURN OFF.

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Home Page

The *home page* will initially display, listing all announcements for the school and/or district. Some announcements may include a hyperlink to more details.

You may also use the **Logout** option in the upper right hand corner to exit *Information***NOW**.
It is recommended that you exit *Information***NOW** when finished to protect confidential information.

Selecting a Different Child

If you have more than one child enrolled in a school in the district, click the drop-down list in the upper right hand corner to select a different child.

School Calendar

To view the school calendar, click the **School Calendar** link at left. By default, the events and attendance days will display for the current school/academic session and month.
Non-attendance days appear in gray. Events appear as a blue link. Regular attendance days appear with the type of day and hours of operation.

Month: To view a different month, either select the month from the available list or use the navigation arrows to scroll to the previous or next month.

Events: To view events only, bullet the *Events* option. Events such as sporting activities will display.

Schedule: To view attendance days only, bullet the *Schedule* option. Attendance days will display with the hours of operation for that day. For schools with a traditional schedule type, the name of the day (ex.: *Regular Day*) will display.

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Student Information

Attendance- Click the **Attendance** link on the left to view attendance details, to view details, click the date of the absence

Demographic Information - Click the Demographic link on the left to view the student's demographic data, including Personal, Origin/Residency, Address(s), Identification and Services.

If any information is incorrect, please contact the school office.

Discipline - Click the **Discipline** link on the left to view the student's discipline records, including *Date*, *Infraction*, *Infraction.*

Grades - Click the **Grades** link on the left to view the student's grade information, including the *Course*, *Teacher*, *Period(s), Average*, *Activities* or grading period (i.e., 1st 9 weeks) grade *Details*.

Grading Period: Click the drop-down arrow to select a different grading period. Click the **Progress Report** button to print a report for this class.

Schedule - Click the *Schedule* link on the left to view the student's schedule, including the *Course Name*, *Teacher*, *Period(s)* of day, *Days*, *Terms* and *Room*. To view only one term of courses, select the term from the list.

Reports - To generate a report, select it from the list on the left, then select the grading period (if available) and click **View Report**. **Comprehensive Progress**: A list of activity grades such as homework, quizzes or tests. **Report Card**: A report of the student's report card grades, such as quarter grades and comments.

Note: *Information*NOW utilizes Adobe Acrobat Reader to display reports. In order to view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at http://www.adobe.com.