

## SchoolView Instructions

Enrolling in SchoolView will give you anywhere, anytime access to school-related information on your child.

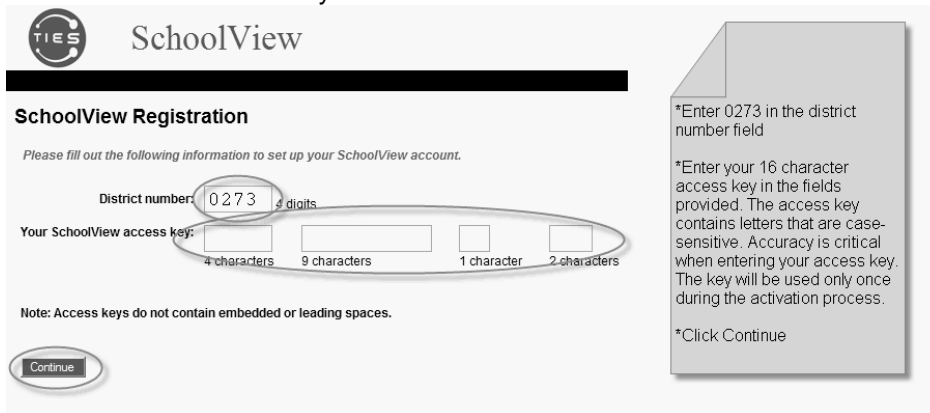
Maintaining the security of your child's information is a top priority. Setting up your account involves following several detailed steps outlined in this document. Upon successful completion of these steps, you will use your newly created user name and password to access your SchoolView account.

### First time setup

1. Open your web browser and proceed to the following website: <http://asp.ties.k12.mn.us> and click on the SchoolView link under Parent and Student Access on the left column menu.

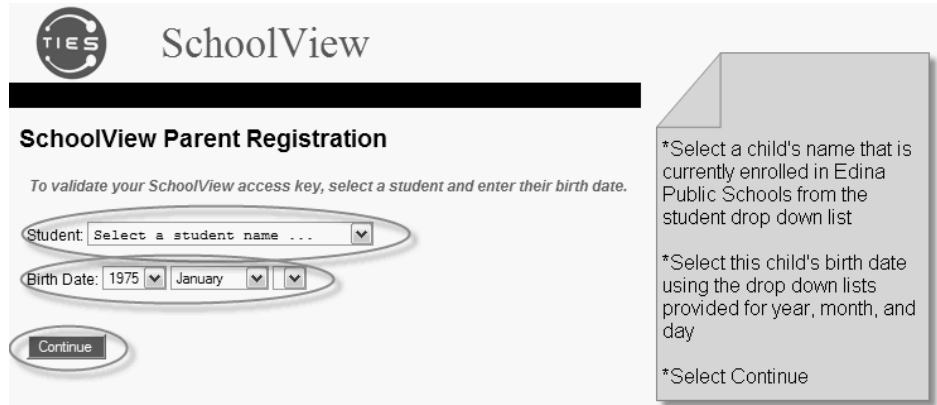
2. Select the  button

3. Enter the district number and access key



The screenshot shows the 'SchoolView Registration' page. It includes a 'District number' field with '0273' entered and a '4 digits' label. Below it are four 'Your SchoolView access key' fields with labels '4 characters', '9 characters', '1 character', and '2 characters'. A 'Continue' button is at the bottom left. A grey callout box on the right contains instructions: '\*Enter 0273 in the district number field', '\*Enter your 16 character access key in the fields provided. The access key contains letters that are case-sensitive. Accuracy is critical when entering your access key. The key will be used only once during the activation process.', and '\*Click Continue'.

4. Validate your account



The screenshot shows the 'SchoolView Parent Registration' page. It includes a 'Student' dropdown menu with 'Select a student name ...' and a 'Birth Date' field with '1975', 'January', and a day dropdown. A 'Continue' button is at the bottom left. A grey callout box on the right contains instructions: '\*Select a child's name that is currently enrolled in Edina Public Schools from the student drop down list', '\*Select this child's birth date using the drop down lists provided for year, month, and day', and '\*Select Continue'.

5. Create a username and password
  - a. Create a user name by entering it in the box. Remember this user name; you will use it for all future logins.
  - b. Create a password by entering it in the boxes. Select a password you will not forget. It is important that you create a password that conforms to the requirements listed.
  - c. Create the security questions and answers for recovering forgotten passwords by selecting questions from the pull down menu and providing answers in the corresponding boxes.

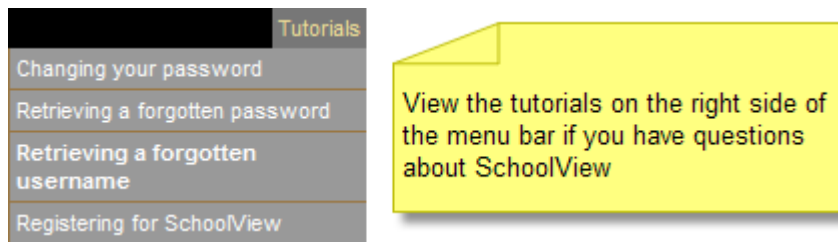
Your SchoolView Username is: \_\_\_\_\_ email for forgotten password is \_\_\_\_\_

## Logging into SchoolView

1. Open your web browser and proceed to the following website: **http://asp.ties.k12.mn.us** and click on the SchoolView link under Parent and Student Access on the left column menu. If a security alert appears click "yes" to proceed Select "login." **Note:** If you make an error in entering your user name, password or question answers, you will be prompted to correct it.
2. Select the child's name whose information you wish to view. At this time you will not be able to view any data for your student(s) that are enrolled in non-pilot schools.
3. To view information regarding the student you selected, click on the options listed on the left side of the page.
4. When you have finished viewing information about your children, be sure to click on the **Log Out** link to exit the site. Never leave this page open because others may see your confidential information.
5. **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 district number, user name, and password to access information.

## Finding Help

If you still have difficulty registering, view the tutorials on the SchoolView login page.



For further assistance send an email to: **schoolview@edina.k12.mn.us** – please provide student and parent names in your email so we may assist you promptly.

## SchoolView Acceptable Use Policy

Parent access to SchoolView can further promote educational excellence and enhance communications with parents. SchoolView allows parents to view their child's information any time. In response for the privilege of accessing SchoolView, every parent is expected to act in a responsible, ethical and legal manner.

Users of SchoolView are required to adhere to the following guidelines:

1. Parents **will not share their user names or passwords** with anyone, including their children.
2. Parents will not attempt to harm or destroy data of their children, another user, school, or district network.
3. Parents will not use SchoolView for any illegal activity, including violation of data privacy laws. Anyone found in violation of local, state and/or federal laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with SchoolView must notify the district immediately, without demonstrating the problem to anyone else.
6. Parents who are identified as a security risk to SchoolView or Edina Public Schools computers or networks will be denied access to SchoolView.

By activating your SchoolView account with the enclosed access key you agree to the above guidelines.