

Dear Parent/Guardian:

## SIGN UP FOR SCHOOLVIEW - INSTRUCTIONS



Thank you for enrolling in SchoolView, which will give you anywhere, any time 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.

### Follow these steps:

1. Open your web browser and proceed to the following website: <http://asp.ties.k12.mn.us/schoolview>
2. If a security alert appears click "yes" to proceed.

3. Select the button



4.



SchoolView

### SchoolView Registration

Please fill out the following information to set up your SchoolView account.

District number:  4 digits

Your SchoolView access key:  4 characters  9 characters  1 character  2 characters

Note: Access keys do not contain embedded or leading spaces.



\*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.

\*Click Continue

5.



SchoolView

### SchoolView Parent Registration

To validate your SchoolView access key, select a student and enter their birth date.

Student:

Birth Date:



\*Select your oldest 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

\*Select Continue

6. Think of a user name and enter it in the box. **Remember this user name;** you will use it for all future logins.
7. Think of a password and enter it in the box. **Select a password you will not forget** and your children and others will not be able to guess. Follow the directions provided on the screen. It is important that you create a password that conforms to the requirements listed.
8. Confirm your new password.
9. Answer the questions that will be used to issue you a new password in the event you forget your original one. Use the pull-down menu to select the question. Type the answers in the appropriate boxes.
10. Select "login." **Note:** If you make an error in entering your user name, password or question answers, you will be prompted to correct it.
11. 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 the middle school or high school.
12. To view information regarding the student you selected, click on the options listed on the left side of the page.
13. 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.
14. **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 user name and password to access information.

For further assistance email the following: [schoolview@edina.k12.mn.us](mailto:schoolview@edina.k12.mn.us) – please provide student and parent names in your email so we may assist you promptly.