

iPass/iParent System – a Guide for Parents

The website for iPass/iParent is: <https://ipass.imgsoftware.com/school/maynard/syslogin.html>

You can also get to iPass website thru your school's website

Once on the iPass website, you should see the following screen:

» LOG IN

User Id:
Password:
[» LOG IN](#)

» EVENTS

» LINKS

[Town of Maynard](#)
[Maynard Public Schools](#)
[Maynard High School](#)
[Fowler Middle School](#)
[Green Meadow School](#)
[My Nutrikids](#)
[MPS IT Help Desk Portal](#)

» ANNOUNCEMENTS

Parents please note: If your application for iParent access has been denied it is because the information you provided did not match what is currently on record in our database. Applications will only be approved if all information matches. If you have received a denial communication please do not call the school, you must reapply for iParent access and fill in all of the fields correctly. If you have forgotten your password or if your account is inactive, please do not contact the school. You must reapply for access and create a new account.

» IPASS

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Version: 7.0.20101001

» NEWS

[Click here to apply for on-line access to iParent](#)

If you have already registered and have been approved, enter your User ID and password in the top left hand boxes and log in. **** if already registered, go to page 3 ****

To register, scroll down to the bottom and click on “Click here to apply”. A new window should appear asking for you to enter information about you and your student. This is how we make sure you are registering for the correct student, please fill in all the information, not just the required information to help us confirm your identity.

Register for On-line Access iPass ? Improving K-12 Education Through Software 2010-2011

Application for On-line Access to Your Child's Records

This application is for parents and/or legal guardians of students enrolled in this School System only. If you are here in error, please cancel (back button). Any and all other attempts to gain access to this system is forbidden and considered unlawful.

Please fill out and submit the registration form below:

- All fields indicated with an asterisk are required.
- You must enter your own username and password. The school does not maintain this information, so if you forget either or both, you must re-apply for registration. This is done to maintain a high level of security. Your password is your property and your responsibility.
- Please understand that the application process does not instantly provide you with on-line access. You will receive an e-mail from the school regarding the status of your application. The school may require additional information and/or that a parent/guardian visit the school in person prior to final approval.

Your comments, questions, and concerns are welcome support@yourschool.com

» PERSONAL INFORMATION

Title: Gender:

* First Name:

Middle Name:

* Last Name:

* Email:

* Workplace:

* indicates a required field.

It is important to fill out the registration form accurately and completely to be approved quickly.
Fill in your name and e-mail address

>> PRIMARY STUDENT INFORMATION

* Student ID:

* First Name:

Middle Name:

* Last Name:

* DOB: e.g. mm/dd/yyyy

Student lives with me.

Relationship to Student:

Enter the following:

Student ID is the number on student's schedule. This is NOT the same as the student's lunch number.

Student's name and date of birth.

City of birth refers to the city the hospital was located in, not the city you were living in at that time (if it's different).

>> ADDRESS INFORMATION

Type:

Street No:

Street Name:

Address 2:

City:

State:

Zip Code:

Apt:

Pick your relationship to the student.

Please enter your address to help us confirm your identity.

>> TELEPHONE NUMBERS

* Phone: Ext: Type: Rank:

e.g. 999-999-9999

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

Your telephone number (select home, cell, etc).

>> INTERNET USER INFORMATION

* User ID:

The Password must be at least 8 characters long.
The Password must contain numbers.

* Password:

* Verify Password:

The *User ID you enter is **NOT** the Student ID, this is where you will chose your username for iParent.

Enter a **password; please remember it is case sensitive.

>> ADDITIONAL STUDENT 2

Student ID:

First Name:

Middle Name:

Last Name:

DOB: e.g. mm/dd/yyyy

City of birth:

Student lives with me.

Relationship to Student:

Scroll down to enter additional students. If you register but forget to add all your students, do not register a second time, contact your school.

>> ADDITIONAL STUDENT 3

Student ID:

First Name:

Middle Name:

Last Name:

DOB: e.g. mm/dd/yyyy

City of birth:

Student lives with me.

Relationship to Student:

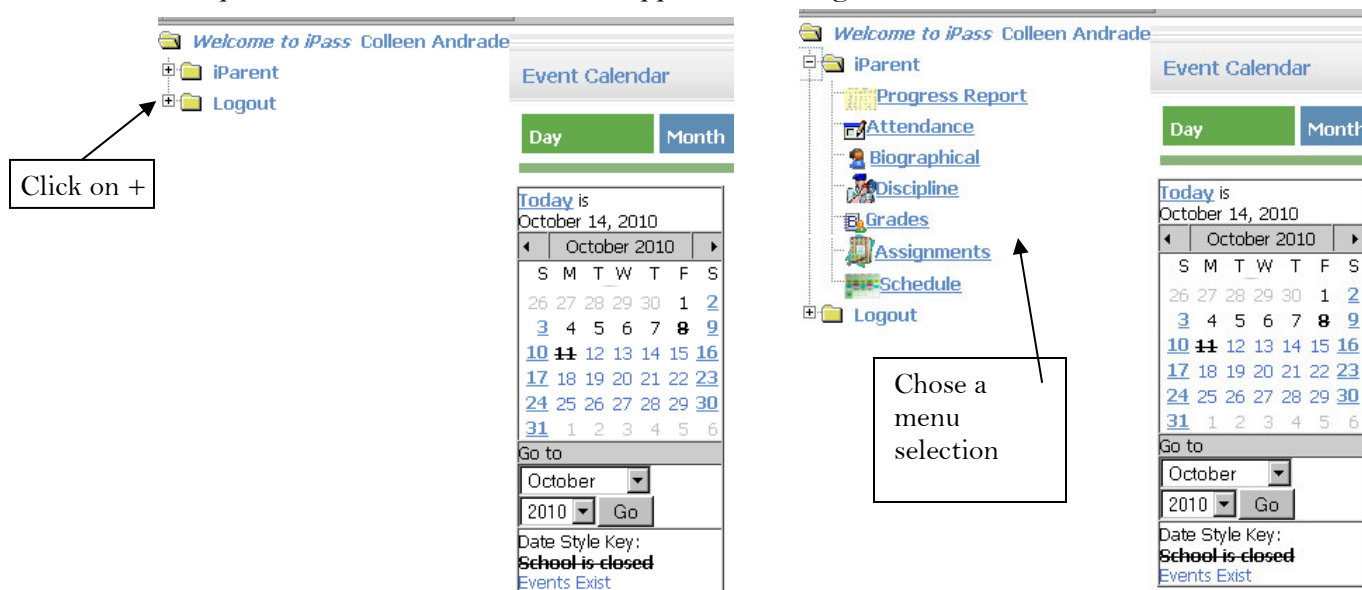
*There can be only one User ID per guardian. Each parent/guardian may register for iParent.

**If you become locked out or forget your password, please contact your school to be unlocked or to receive a new password. Usernames can also be changed by contacting your school.

>> ADDITIONAL STUDENT 4

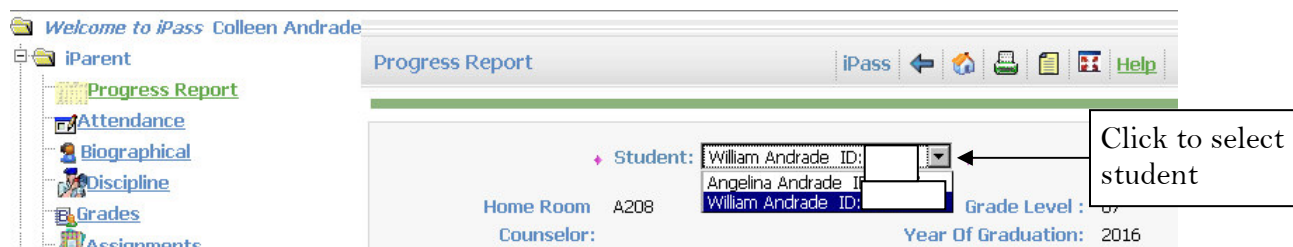
Using iParent

After you log in, click on the “+” sign next to iParent in the left column and a menu will appear underneath it. Click on a menu option, and the information will appear on the right.

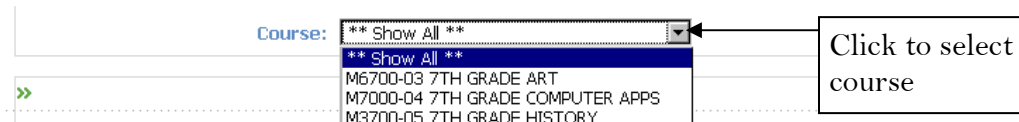


Selecting your Student:

After clicking on a menu selection (Progress Report for example) you will see your student's name near the top. If you have more than one student, click on the student's name and a drop down menu will appear. Select one of your other students to access their information.



Progress Reports will show you any class work, quizzes, tests, projects that have been grade by the teacher. Although grades only have to be updated in iParent about every 3 weeks, some teachers will keep this up to date as assignments are graded. When looking at progress reports, it should show you all classes, but you may also select specific classes if you prefer. Click on **Course – ***Show all***** and the list of courses will appear.



Past Due Assignments will show any assignments not completed by the student, but will also show assignments that the teacher has not yet been able to grade.

Please note, for more detailed assignment and homework information; please refer to the teacher website links on each school's website.

Update Guardian Bio – This page will list the Guardian/iPass User’s information (e-mail, address, phone and student information). Please look over the information on this page to confirm it is correct. Make any necessary corrections and click on the submit button. Phone numbers should be ranked in the order you would like to be contacted (1, 2...) in the case of sickness or emergency. This includes No School phone calls. Any change you request will take affect once they have been approved by your school. If you need changes made to the student information, please contact your school’s office.

The information on this page is the same information used by school staff members when they need to contact a parent, so all information must be accurate and be only for the person listed on the page to avoid reaching the wrong parent/guardian. Each parent/guardian has the opportunity to register for iParent where they can view their own information if they wish to.

Please remember these **IMPORTANT** tips when reviewing your information!

- All information must belong to the guardian/iParent user logged in.
- Phone numbers must be ranked 1, 2, etc. and **only one phone number** can be ranked #1, 2 etc.
- Phone numbers must belong to the Guardian listed, please **DO NOT** enter a spouses phone number.
- A request to change your information may take up to 2 school days. We may contact you if we have any questions.
- As always, feel free to contact your school’s office if you have any questions.

Attendance – This screen shows your child’s year-to-date daily attendance summary for the current school year. Your student’s absences, tardies, dismissals, etc. will be shown here for you to view.

Biographical – This screen shows your child’s biographical information that is maintained in iPass. You may switch students by selecting from the drop down at the top of the screen. If you see something on this page that needs to be corrected, please contact your school’s office.

Discipline – This screen will show you any disciplinary incidents and actions that have occurred.

Grades – This screen will show report cards when they are released. You may also see a previous year’s grades by switching the School Year. You should see a list of your student’s classes with the term grades as each term’s report cards are released. Click on **Comments** to view the skills grade and click on **Narrative** to view a teacher’s comments for each class. Switch between students at the top of the screen if needed. Copies of report cards are also available in the school’s office.

Assignments – You will see the subjects which have assignments listed. You may click on 7, 14, or 21 days. If you click on Show All and then scroll over to see the right hand end of the page (it may not be visible at first look), click on View Assignment where you may see a brief description of the assignment that was given if the teacher has entered a description. An assignment with a checkmark indicates that it was completed.

The screenshot shows the iPass web application interface. At the top, there is a navigation bar with the text "Welcome to iPass Colleen Andrade" and "iParent". Below this is a sidebar menu with options: Progress Report, Attendance, Biographical, Discipline, Grades, Assignments, Schedule, and Logout. The main content area is titled "Assignments" and includes a student selection dropdown menu set to "Student: William Andrade II". Below the dropdown, there are fields for "Home Room: A208", "Counselor:", "Grade Level: 07", and "Year Of Graduation: 2016".

The main content area displays a table of homework assignments under the heading "HOMEWORK ASSIGNMENTS". The table has columns for Course, Course Name, Teacher, Assignment, Type, Assigned Due, and Graded. The assignments listed are:

Course	Course Name	Teacher	Assignment	Type	Assigned Due	Graded
M6700-03	7TH GRADE ART	Brown, M	Plaster Hand Sculpture	Projects	09/17/10	11/24/10
			Jim Dine Shirts	Projects	09/28/10	11/24/10
M7000-04	7TH GRADE COMPUTER APPS	Mr. Stevens	1-1 Types of Technology	Computer Applications	09/01/10	09/17/10
			PS-3 Resources of Technology	Computer Applications	09/20/10	09/24/10
			PS-2 Resources Sorting	Computer Applications	09/07/10	10/07/10
			1-3 Moodle Homework	Computer Applications	09/07/10	10/07/10

Schedule – This screen will show you a list of the classes your student is currently taking.

****NOTE**** *This document may change as iParent adds new features, or changes it's appearance. Please refer back to it during the year to check the date of this document if you have questions.*

If you have any questions or problems with iParent (trying to log in, locked out, need a password reset...) please contact your SCHOOL.