

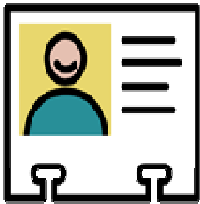
REGISTERING FOR iPARENT ON-LINE ACCESS

Hello and welcome to the iParent system by Information Marketing Group. This documentation will provide you with the information you need to begin setting up your access for viewing online information for your student enrolled at Medford High School or the Medford Vocational High School. Please print this document and read it over carefully before you begin.

Please note that the iParent system is designed to provide an additional option for the sharing of information between Parents, Teachers, Students, and Administrators. It is NOT meant to be a replacement or substitute for telephone conversations, parent/teacher meetings, or any other direct interaction with the school system.

The on-line access is set up on an approval system. You will not have immediate access to your child's information. Information will be verified by the school district and then you will be notified upon verification and approval. iParent is a secure system. You will not be able to see other students in the district, nor will others be able to view your child's information. However, if you or your child decides to share your username and password with others, it may compromise the security of your information.

Before you register, you must have available:



1. **Your student's school ID number (located at the top of the Progress Report)**
2. **Your student's First, Middle and Last name**
3. **Your student's date of birth**
4. **Your student's city of birth**
5. **If you have more than 1 child in the Medford Public School System, you need to gather the above information for all children and add them to the on-line access request as additional students.**

(Please see the last page to view the on-line access form)

Next, select a user id and password using the criteria below:

- a. **The user id must be unique, use a combination of letters and numbers. If the user id you chose has already been used, you will be prompted to create a new user id.**
- b. **The password must be at least 6 characters long.**
- c. **The password must be different from the user id.**
- d. **It must contain letters and numbers.**
- e. **The password is case sensitive so please note if you use upper or lowercase letters.**
- f. **The password should be something that will be hard for people to figure out but something that you can easily remember.**
- g. **This password should only be shared with those who have legal access to the student information.**

Ready to go?

- Log into the Medford Public Schools web page at www.medford.k12.ma.us.
- Select **Medford High School** from the main page. At the MHS home page, you can click on the iParent Request link under the *At A Glance Menu* on the right or select iParent Request under Parent Involvement on the left.

Or

- Select **Medford Vocational Technical High School** from the main page. At the MVTHS home page, you can click on the iParent Request link under the *At A Glance Menu* on the right or select iParent Request under Student, Parent and Alumni Services on the left.
- The on-line access form will be displayed.
- If you have more than one student currently enrolled at the high school or vocational school, select one of them as the primary student. If you have children at other schools within the district, select your high school or vocational high school student as the primary student. Begin entering your personal information and your primary student's information.
- Enter the information in the spaces provided. An asterisk (*) means that field is required and you must enter the information.
- Enter your user id and password. If you are only entering one student, click Submit at this point. If you have additional students, DO NOT click submit yet. Enter the names of your other children enrolled in the Medford School System and click Submit at the bottom of the form.
- If the information you entered is accepted, you will receive a message saying **"Thank you for registering for the Parent Access System. Our administrator will get back to you shortly."**

IT IS IMPORTANT TO NOTE THAT COMPLETING THE APPLICATION PROCESS DOES NOT INSTANTLY PROVIDE PARENTS AND GUARDIANS WITH ON-LINE ACCESS. THE SCHOOL ALWAYS RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION AND/OR THAT A PARENT OR GUARDIAN VISITS THE SCHOOL IN PERSON PRIOR TO FINAL APPROVAL.



Questions

Who should I contact if I have a problem?

- Please contact the Medford Schools Data Processing Department at 781-393-2121 during the hours of 8:00am to 2:00pm Monday through Friday. You can also email the iPass Administrator at ipassadmin@medford.k12.ma.us.

Is my child's information secure?

- Yes, your child's information is secure unless your username and password get compromised. Be sure that they are not shared with anyone.

What is the turnaround time for the approval process?

- Usage will be heavy at first with all parents of high school and vocational students requesting on-line approval. All student and parent information needs to be verified before approval is granted. If you do not receive an email after 7 days, please email the iPass Administrator.

What if I forget my user name and password?

- If you forget your user name and password contact the Data Processing Department. We are not responsible for keeping track of your username and password. If you forget either one, you will have to apply for access again.

What information will I have access to?

- In the beginning you will have access to view your student's biographical and scheduling information. Access to other information such as report cards and homework will be available in the future.

Does my computer need to have any special requirements?

- You cannot use Netscape as your browser.

Do I have access to all my children's information?

- Currently you will only have access to your children's information if they are in the high school or the vocational school. In the future, iParent will be expanded to include Middle School students.

Who should I contact if my information changes?

- Please contact the Data Processing Department.

How will I be contacted?

- You should be sure to enter your correct email address and phone number on the iParent access form. We will use this as your contact information.

Is documentation available?

- You can access this document under MHS->Parent Involvement or under MVTHS->Student, Parent, and Alumni Services
- Additional documentation on how to use iParent will be posted at a later date.

Register for On-line Access iPass ? Improving K-12 Education Through Software 2009-2010

>> PERSONAL INFORMATION

Title: Gender:

* First Name:

Middle Name:

* Last Name:

* Email:

* Workplace:

* indicates a required field.

>> PRIMARY STUDENT INFORMATION

* Student ID:

* First Name:

Middle Name:

* Last Name:

* DOB: e.g. mm/dd/yyyy * City of birth:

Student lives with me.

Relationship to Student:

>> ADDRESS INFORMATION

Type:

Street No:

Street Name: Apt

Address 2:

City:

State: Zip Code

>> TELEPHONE NUMBERS

* Phone: Ext: Type: Rank:

e.g. 999-999-9999

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

>> INTERNET USER INFORMATION

* User ID:

The Password must be at least 6 characters long.
The Password must contain numbers.

* Password:

* Verify Password:

>> ADDITIONAL STUDENT 2

Student ID:

First Name:

Middle Name:

Last Name:

DOB: e.g. mm/dd/yyyy City of birth:

SSN: Student lives with me.

Relationship to Student:

If you have more than 1 student, do not click SUBMIT until all have been entered.