



Parent Connect

dynamic software for YOUR school

Specialized Data Systems, Inc. © 2008
9.2.2008

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Parent Connect

Login

1. Enter in the address your school provided you with into your browser (i.e. <http://yourschoolwebsite/parentconnect/>). If you do not know this address please contact your school.
2. Enter User ID
3. Enter Password
4. Click Login

Forgot or Change Password

1. Go to Parent Connect.
2. Enter in User ID
3. Enter Password
4. Click on Forgot or Change Password
5. If you **forgot** your password when selecting “Forgot or Change Password?” answer three security questions, click Verify. Then enter in a New Password and Confirm Password then Verify.
6. Enter New Password
7. Enter Confirm Password
8. Click Submit

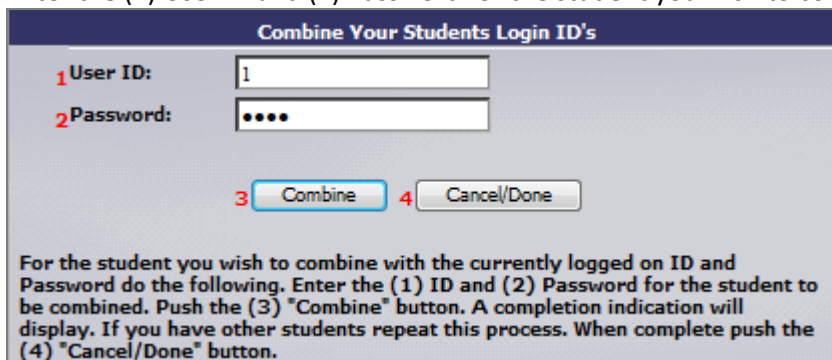
Combine Student Login ID's and Password

This option allows you to combined your student login ID's and passwords so that you only have to login once.

1. Enter User ID
2. Enter Password
3. Click Login
4. Click on the “Home” tab
5. Under “Other Options” click  to Combine Student ID's and Passwords



6. Enter the (1) User ID and (2) Password for the student you wish to combine with your current login.

A screenshot of a web form titled "Combine Your Students Login ID's". The form has two input fields: "1 User ID:" with the value "1" and "2 Password:" with masked characters "••••". Below the fields are two buttons: "3 Combine" and "4 Cancel/Done". At the bottom of the form, there is a paragraph of instructions: "For the student you wish to combine with the currently logged on ID and Password do the following. Enter the (1) ID and (2) Password for the student to be combined. Push the (3) 'Combine' button. A completion indication will display. If you have other students repeat this process. When complete push the (4) 'Cancel/Done' button."

Manual

7. Click (3) "Combine"
8. A completion indication will display.
9. If you have other students repeat this process.
10. When complete click (4) "Cancel/Done" button.

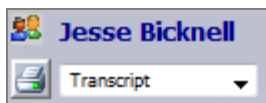
Navigate

Once you have logged into Parent Connect click on the tab of the information you would like to view. For example click on the Schedule tab and you can view Cindy's Schedule.

The screenshot shows a web browser window displaying the Parent Connect interface. At the top, there is a navigation bar with tabs for "Registration", "Schedule", "Spots, Clubs, Activities", "Standard Tests", "Transcript", and "Grade Books". The "Schedule" tab is selected. Below the navigation bar, there is a header for "American School District" and a user profile for "Cindy Barnes". A dropdown menu is set to "Student Detail Report".

Registration	Schedule	Spots, Clubs, Activities	Standard Tests	Transcript	Grade Books	
Home	Attendance (By Class)	Attendance (Daily)	Discipline	GPA	Grades	Policy Notification
Demographics Information						
ID Number	21124					
Student_Last_Name	Barnes					
Student_First_Name	Cindy					
Student_Middle_Name	Sue					
House Number	58					
Street Direction						
Street Name Po_Box	Braman Avenue					
City	Itzeh					
State/Province	IL					
Zip_Code/Postal_Code	60532					
Home Phone	555-436-4468					
Grade_Year	09					
Sex	F					
Ethnic_Code	W					
Birth Date	6/11/1967 12:00:00 AM					
Entry Date	8/31/2000 12:00:00 AM					
Entry Code						
Exit Date						
Exit Code						
School Location	2					
Home Room	604					
Counselor	52					
Percent_Full_Time	1					
Notes						
NY_School_Location	1121					
Master_eMail	John@SchoolOffice.com					
	21124					

If you would like to run a report, for example select "Transcript" from the dropdown box at the top and then click on the printer button to view the transcript.



Enter Registration for Next Year

1. Enter User ID
2. Enter Password
3. Click Login
4. Click on the "Home" tab
5. Click on the button next to "It's time to register for Next Year."



6. Click on the dropdowns under each subject to view a selection of courses and make a selection. Read any notes your school has provided you.
7. Click "Submit."
8. Note: Any Course with a * is Pre-selected or Required.
9. After you have completed all changes close the Registration page by clicking on the X in your browser (Top Right hand corner.). Then click on your student's first or last name to refresh the Registration and Home Tab. You will then be able to view the courses you have registered your student for.

Contact School

Click on the administration names listed at the top of Parent Connect for their email addresses (I.e. Principle).

Hardware Requirements

Below is a basic list of Hardware Requirements for your school. These requirements may vary depending on the size of your school and your particular setup. If you have any hardware questions SDS can refer you to a hardware consultant.

Web Server must have the Following

- › Windows 2000 or 2003 server.
- › Pentium 4 - 2 GHz or better processor. Dual 2 GHz (or better) processors recommended for schools of 100 or more web users.
- › **Minimum** of 500 MB RAM available. 2 GB RAM available for schools of 100 or more web users.
- › Your database (sdsxplan.mdb or sdsxfin.mdb) must be on the web server
- › 500MB available on C: drive
- › SDS Web Control Center or SDS Version 8.5 Installed on Web Server
- › Your database must be Access 2000

Desktop

1. Microsoft Windows 2000 or better; Macintosh O/SX or better.
2. Minimum monitor resolution is 1024 x 768 lower setting may cause some information to display off the user's desktop, and require scrolling of browser window.

3. All users need to have Java script and Active X controls enabled on their browser. By default this is enabled. If you are still having a problem verify your link to WSO is added as a trusted site (Search this document for Pop-up Blocker and Trusted Sites).

Enable Active X Controls

Below are important steps so that you can view and print your reports ok through WSO.

If your active X controls are not enabled proceed with the following to enable them:

1. Click on "Tools" menu in the browser.
2. Select "Internet Options" from the pull-down menu."
3. Click on the "Security" tab on the top portion.
4. Click on the "Custom Level" button on the 'Internet' zone option.
5. You will see a scroll-down menu with radio buttons. Select the 'Enable' radio button for the following menu choices:
6. Run ActiveX Controls and Plug-ins
7. Script ActiveX Controls Marked Safe for Scripting
8. Click on the "Ok" button to exit and save.
9. Click on the "Ok" button again to exit out of Internet Options menu.
10. Now, exit your browser and restart! ActiveX should now be enabled. You're all set!

Since Macintosh Safari does not recognize ActiveX controls, to print from Safari the user must have the Adobe Acrobat viewer installed (See link below. Verify it is current.). The report will be loaded into Adobe and then they print from there.

<http://www.adobe.com/support/downloads/product.jsp?product=10&platform=Macintosh>

Trouble Viewing or Printing Reports – ActiveX

If you have completed all the steps above to enable your ActiveX control and you are still having problems viewing your reports please check out the other suggestion below and contact your Tech to assist you. Your Tech can search for solutions for your specific setup as well.

1. Set your "Trusted Sites" security to low.
 - In I.E. select |Tools |Internet Options |Security |Trusted Sites |Custom Level or Default |Select Low |Click Ok |Try running a report.
2. Add the URL to your trusted sites list on every Internet Explorer client.
 - In I.E. select |Tools |Internet Options |Security |Trusted Sites |Click on Sites |Enter URL if not selected |Click Add.
2. There may be some program blocking ActiveX controls or Pop-Ups. Either a setting in IE or another program, such as GoogleBar or Symanetc internet Security.
 - If adding the Web Office URL as trusted sites check other programs that may be blocking it such as Norton.
3. Verify that the various ActiveX options are Enabled or at least set to Prompt.
 - In I.E. select |Tools |Internet Options |Security |Internet |Custom Level |Active X Control and Plug-ins |Verify Enabled is selected |Click OK |Try running a report.
4. Complete a manual installation of the print control printcontrol.dll on all workstations. You can create a batch file if necessary.
5. Try to manually install the ActiveX control:
 1. Locate the ActiveXViewer.cab file on the server. The .cab is on the web server on the C: drive.

- or it can be downloaded from the SDS FTP site <ftp://ftpguest:sds@ftp.schooloffice.com/> (username = ftpguest password = sds) in FromSds\CrystalActiveX
2. Copy the ActiveXViewer.cab file to your computer.
 3. Extract the .cab file into a local folder.
 4. Right-click the Crviewer.inf file and then click 'Install'.
 6. Internet Explorer ActiveX compatibility patch for Mshtml.dll
<http://support.microsoft.com/kb/917425/en-us>
 7. LAST RESORT - Reset the browser to the factory defaults.
 - In I.E. select |Tools |Internet Options |Security |Trusted Sites |Reset to Default Settings |Click Ok |Add URL as a Trusted Site and Verify active is enabled. Then try running a report.

FAQ

Q: I cannot find the scroll bar?

A: Maximize the browser by clicking on Maximize button or use the scroll bar at the bottom of your browser.

Q: The font size in not large enough?

A: Change your desktop "Display Properties" then click on the Appearance tab and change your font size. You could also click on the "Settings" tab and change your Screen Resolution.