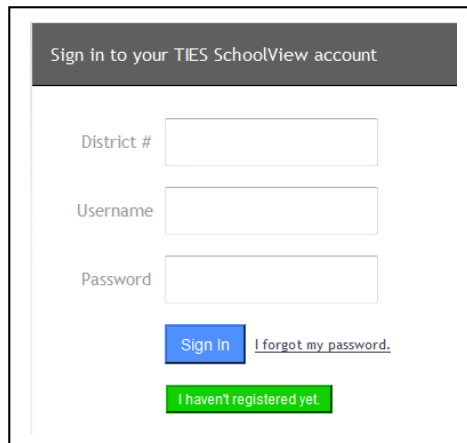


SchoolView account set-up instructions

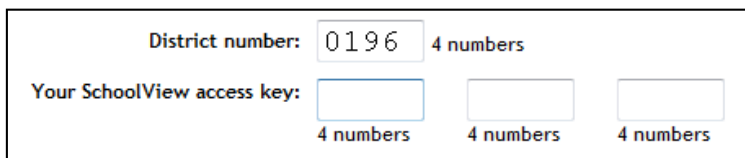
To set up a SchoolView account, you must obtain an Access Key from your child's school prior to completing the enrollment procedures below.

Account Set-Up

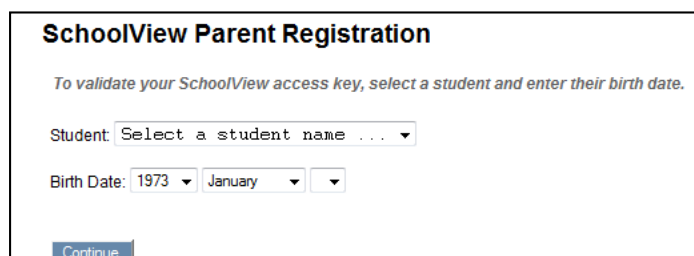
1. Go to the District 196 webpage at www.district196.org. Click the **SchoolView/FeePay** logo in the right side bar.
2. When the login screen appears, click on **I haven't registered yet** button located at the bottom of the screen.



3. Enter **0196** in the District number field. Enter the Access Key in the **Your SchoolView Access Key** boxes. This key will *only* be used for the initial setup.



4. Select the **Continue** button. **Note:** *If you make an error entering your AccessKey, you will be prompted to correct the error. Type the Access Key carefully, as you will be locked out after three attempts. There are no spaces in the Access Key.*
5. Validate your SchoolView access key by choosing a child, enter the birth date of that child, and select the **Continue** button.



6. Enter a user name in the box provided. We strongly encourage you to create a username in the manner listed below:

Remember this user name; you will use it for all future log-ins.

7. Think of a password and enter it in the box. Select a password you will not forget. Your password must contain the following elements:

- Eight (8) total characters
- One (1) uppercase letter
- One (1) symbol
- One (1) number

8. Confirm (retype) your new password.

9. Select and answer the questions that will be used to make a new password in the event you forget your original password. Use the pull-down menu to select the question. Type the answers in the appropriate boxes. *You may want to print this screen for future reference. Be sure to keep this in a secure place.*

10. Select **Log-In**.

11. Click the dropdown arrow to see a list of all children enrolled in ISD 196 schools. Select the child's name.

SchoolView Registration

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

Preferred user name:

- Must be at least 6 characters long
- May not contain any spaces
- May not contain the '~' Tilde character

Password: (Case sensitive)

Confirm password:

- Must be at least 08 characters long
- Must use Alpha Character in first position
- Must use Numeric Characters
- Must use UPPER and lower Case Characters
- Must use a Special Character:
- {}-._~*!@#\$%^&*+=[]|:;<.>?/
- May use only 04 repeating characters
- May match only 04 characters to previous passwords

To serve you better, we ask you to provide us with a single e-mail address that will be used only if you request

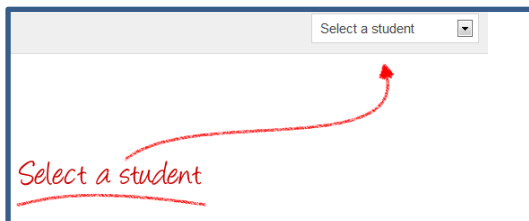
Self service e-mail address:

Confirm self service e-mail address:

Password hint: Please answer the following questions in case you forget your password.

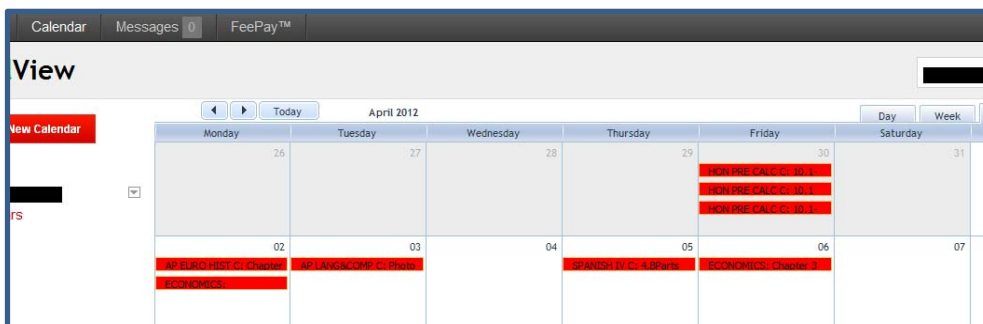
Question #1:

Answer #1:



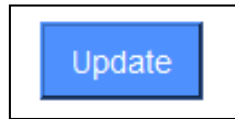
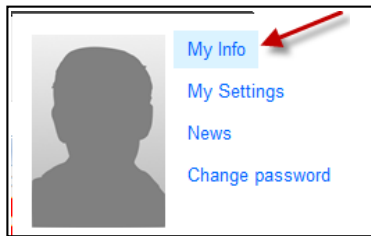
Calendar

Click on the Calendar tab to see assignment due dates for children in schools using the GradeBook. You can color code each child's entries if desired, and also add your personal calendar to the SchoolView Calendar.

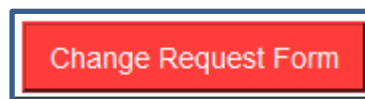


Update “My Info”

To update your home, cell, or work phone number, as well as email address in the Student Information System, click the dropdown arrow next to your name in the upper right corner and choose “My Info”. Make the changes and select the **Update** button at the bottom of the screen.



You can also click the “Change Request Form” button to submit other changes to the district office.



FeePay

FeePay, the electronic payment system, can also be accessed from SchoolView by clicking on the “FeePay” tab in the black bar at the top of the screen. Once in FeePay you can set up low balance alerts to be sent to your email address.

