



SchoolView

## SCHOOLVIEW SUBSCRIBER INSTRUCTIONS

Thank you for enrolling in the ISD 196 SchoolView program!

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

Please make sure you are using a minimum web browser of Internet Explorer version 5.5 (PC) or Firefox version 2.0 (PC or Mac) or a browser with similar capabilities. Then follow the following steps:

**Note: The procedure you follow may vary depending on the browser you are using.**

1. Go to District 196 webpage at [www.district196.org](http://www.district196.org). Select the “**TIES SchoolView**” logo on the right side of the screen and click “Log In” in the left column OR go to Parent Resources/SchoolView-FeePay and select “**Login**”.

2. To set up a new SchoolView account, bypass the three log in boxes and click on “**I haven’t registered yet**” button, located at the bottom of the screen.

3. Enter 0196 in the district box.

4. Enter your Access Key in the “**Your SchoolView Access Key**” boxes. This key is case sensitive and contains NO spaces. The key is lengthy, but will *only* be used for your initial entrance to the system.

5. Select the “**Continue**” button.

*Note: If you make an error entering your Access Key, you will be prompted to correct any data entry error. Type the Access Key carefully, as you will be locked out after three attempts. There are no spaces in the Access Key.*

6. Validate your SchoolView access key by choosing a child, enter the birth date of that child, and select the “**Continue**” button.

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

- Bill E. Jones would create the user name **Bjones**
- Notice he uses his first initial then full last name.

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

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

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

11. Confirm (retype) your new password.

12. Enter an email address to be used for password Self-Service support.

13. 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 do a screen print of this page after you have chosen questions & answers. Be sure to keep this in a secure place.*

14. Select **“Log-In”**.

15. You will see a list of all your children enrolled in ISD 196 schools. Select the child’s name for which you want information.

**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 help.

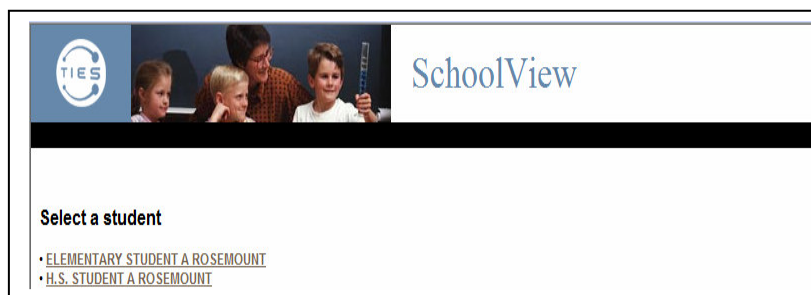
Self service e-mail address:

Confirm self service e-mail address:

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

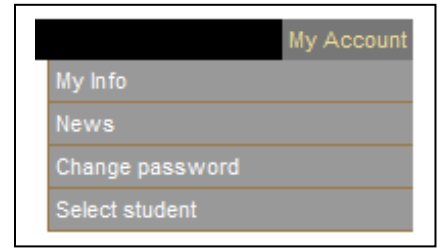
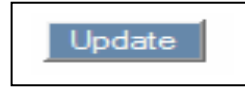
Question #1: Choose the first question ...

Answer #1:



16. To view information regarding the child you selected, click on the options listed in the Menu. The available information is dependent on the child’s school of enrollment.

17. To update your home, cell, or work phone number, as well as email address in the District 196 Student Information System, select the **“My Account”** tab in the upper right hand corner of the screen, and **“My Info”** in the drop down menu. Make the changes and select the **“Update”** button at the bottom of the screen.



18. To update your home address, notify the school your child or children attend. You can also select the **“Change Request Form”** link in the upper right corner of the “My Info” page. Make the necessary changes and select the the **“Email this request to the district office”** button at the bottom of the screen.

