

Easview High School Parent Portal User Guide



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<http://www.district196.org/evhs/>

Welcome to Eastview High School's Parent Portal. With this connection to the school, you can monitor your student's educational progress. The Parent Portal will provide you with up-to-date information on attendance, grades, and your student's schedule. The following pages are intended to assist you with Parent Portal navigation.

Access You may access this information utilizing any computer connected to the Internet. You need a browser program installed. We recommend Microsoft *Internet Explorer 5.5 or higher*. You need to have the free Adobe Reader (formerly known as Adobe Acrobat Reader) software installed on the computer you will be using for the Parent Portal. Windows 98 or higher, Mac OS 9 or higher, are recommended to view the pages without difficulty.

Log In You will be asked to enter a user name and a password that is at least 8 characters long, numbers or letters or combination thereof; do not use any special characters. Start Internet Explorer and connect to this address: <http://www.district196.org/evhs/>

This screen will appear:

First time using myCampus?

If you have been assigned a myCampus Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

Already have a myCampus account?

User Name

Password

Log In

[Problems logging in?](#)

Security of your child's information is of paramount importance. The District reserves the right to change passwords to protect student data.

Creating your User Account

Once you have successfully connected to the Parent Portal server, you will be prompted for your username and password. If this is your first time logging into the Parent Portal, you will need to create your user account and password.

To create your user account, click on “Parent Portal Activation Key” link.

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You will now need to enter in your Parent Portal Activation Key. You have been provided with a Parent Portal Activation key, sent to you via email. Please refer to that letter during the user account creation steps.

Activating your myCampus account

Activating your myCampus parent portal account is easy. All you need is your myCampus [Activation Key](#) sent to you by your child's school.

Activation Key

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Submit

Enter or cut and paste your Parent Portal Activation key EXACTLY as it is on the letter that was sent to you. When finished, click submit.

If you make an error in entering your Parent Portal Activation Key, you will be presented with the following error.

myCampus account activation error!

The Activation Key you entered is incorrect. Carefully check the key given to you by your child's school and [click here](#) to try again.

However, if you successfully enter your activation key, the following screen should show up with your name bolded. Create a username and password, using the suggested guidelines in the Parent Portal Activation key letter that was sent to you.

myCampus account creation

Welcome **John Public**, you are now ready to create your myCampus account. You must enter a user name and password that you will use to access myCampus in the future.

User Name

Password

Verify Password

Once you have entered in your username and password, click Create Account.

Provided your username and password was unique and accepted by the system, you should be presented with the following screen.

From this point forward, you can enter your user name and password, click on Log In or press the enter key on your keyboard.

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If you do not have an Activation Key, [click here](#)

Already have a myCampus account?

User Name

Password

[Problems logging in?](#)

If you make mistakes typing in your user name or password and receive the message “log in failed”, after three unsuccessful login attempts your account will be disabled. Once disabled, you will need to contact the EVHS Support Desk (Eastview@district196.org) to have the account reactivated.

This is the screen you will see when you have successfully logged in.

The screenshot shows the myCampus Parent Portal interface. At the top, the logo 'myCampus' is on the left and the date 'Tuesday, February 17, 2004' is on the right. A central banner reads 'Welcome to the Eastview High School Parent Portal' with the instruction 'Select an item from the menu on the left to view:'. On the left is a navigation menu with 'Class Schedule', 'Attendance', 'Discipline', and 'Reports' listed twice. The main content area displays 'Peggy's Discipline Information' and 'Peggy's Term 4 Drama Assignments'.

Navigation

The screen that appears with your child's (children's) name(s) on it, will have an outline on the left for navigation through your child's information.

Clicking on a **Child's Name** displays that child's personal information.

Clicking on **Class Schedule** beneath a child's name displays that child's class schedule. To access current grades, click on the grade book icon under the desired course to review.

Clicking on **Attendance** beneath a child's name displays that child's attendance record.

Clicking on **Reports** below a child's name provides the option of printing unofficial transcripts and report cards in that particular school.

Clicking **Change Account Info** will allow you to change your password.

When you are finished reviewing your student's information be certain to **Log Off** to end your session in the Parent Portal.

Parent Portal HELP. If you have questions or encounter issues with the Parent Portal, you will see the below information located directly under your login.



EVHS: e-mail to:
EVHS Portal Help

Eastview@district196.org

Parent Reminder:

If you have questions regarding course grading, assignments, attendance, or discipline data displayed, please first discuss the data with your student.

Thank You