



SchoolView

SCHOOLVIEW STUDENT SUBSCRIBER INSTRUCTIONS

For all 9th grade students – you will obtain your first time User Access Key during the first two weeks of school in your Government class.

For 10th -12th grade students or new students – please see Ms. Schwartz in the Main Office to obtain your first time User Access Key.

When you have your first time User Access Key continue with the following first time login instructions. 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.

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

1. Go to the Rosemount High School webpage at www.district196.org/rhs/ . Click on the SchoolView Portal and FeePay icon. Click on the SchoolView Portal icon again to go to the SchoolView login page.
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.**

- Validate your SchoolView access key by entering your date of birth date . Click the **Continue** button.

SchoolView Parent Registration

To validate your SchoolView access key, select a student and enter their birth date.

Student:

Birth Date:

- 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.

- 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
- Confirm (retype) your new password.
- Enter an email address to be used for password Self Service support.
- 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.*
- Select **Log-In**.

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:

Answer #1: