Fridley High School
Parent Portal User Guidelines and System Requirements

Your Parent Portal account will become active when we receive your signed copy of the Acceptable Use Procedure/User Guidelines. The account remains active as long as you have children in the Fridley schools. Login information and instructions will arrive via U.S. mail, email, or at a training session.

1. During the school year, parents will have access to the following data about their child:
   a. Attendance - updated hourly.
   b. Discipline - updated as events occur.
   c. Transcript - available for all past terms - updated each trimester.
   d. Class assignment grades - updates will vary depending upon the course. Parents can expect that grades for an assignment will be posted 1-2 weeks after that assignment has been turned in. Teachers will need adequate time to grade all of the student work and to post the scores. Please refer to your child's course syllabus for information on the number and frequency of assignments and tests for each class. Please keep in mind that the scores displayed in the Parent Portal give an approximate grade determination at that specific point in time during the trimester.
2. Parents <u>should not share this password with anyone</u> and <u>should not set their browsers to auto login</u> to the Portal.
3. System recommendations for home computers to access the Parent Portal:
   a. Internet connection - 56k modem speed or greater.
   b. Browser - Internet Explorer 5 (IE5) or higher, Mac or Windows.
   c. A computer that can run the appropriate browser version (IE5 or greater).
   d. A monitor with at least 800x600 resolution.
4. Security features of the Parent Portal:
   a. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Portal again, parents will need to contact the Parent Portal help desk to have the account reactivated.
   b. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.
   c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked.
5. Parent Portal Help Desk contact information:
   Telephone help is available by leaving a voicemail message at 763-502-5061 or by sending an email to campus.parenthelp@fridley.k12.mn.us. You should expect a reply within 2 business days. Please include your name, your user name, your telephone number and a brief description of the problem in your email or voicemail request.