

Welcome to the new *Discovery Parent Portal*

Parent Portal will link to up-to-date information on your student's attendance, grades, assignments, schedule and transcript. You will also have access to review your child's contact information to help the school keep it updated.

There are a few things you need on hand to identify yourself and your student when you register a Parent Portal account.

- You must have a valid email address to use Parent Portal. This is how you will receive your registration information.

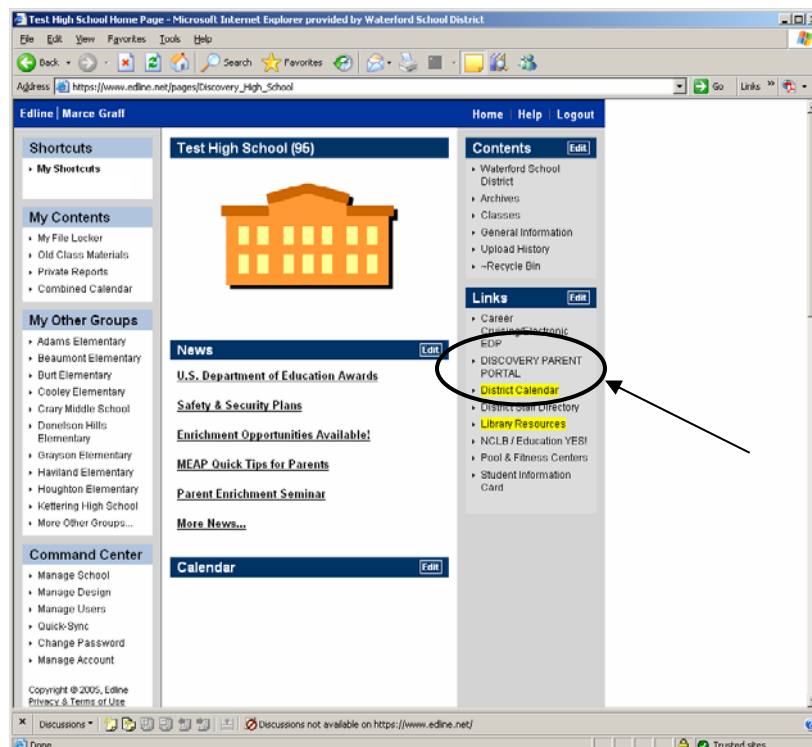
If you do not have an email address, you can sign up for free email accounts at several services: HotMail, Yahoo, Google, etc. (These names are provided as examples, we make no recommendation.)

- You must be listed on your child's electronic contact list to have access to a student's data. Your first and last name must match the electronic contact entry in the school's records.
- You will also need to have 3 items identifying your child(ren):
 1. your child's last and first name as electronically recorded at the school
 2. his/her student ID (Example: 64738, can be found on the student schedule, report card and student ID card)
 3. your child's birthdate

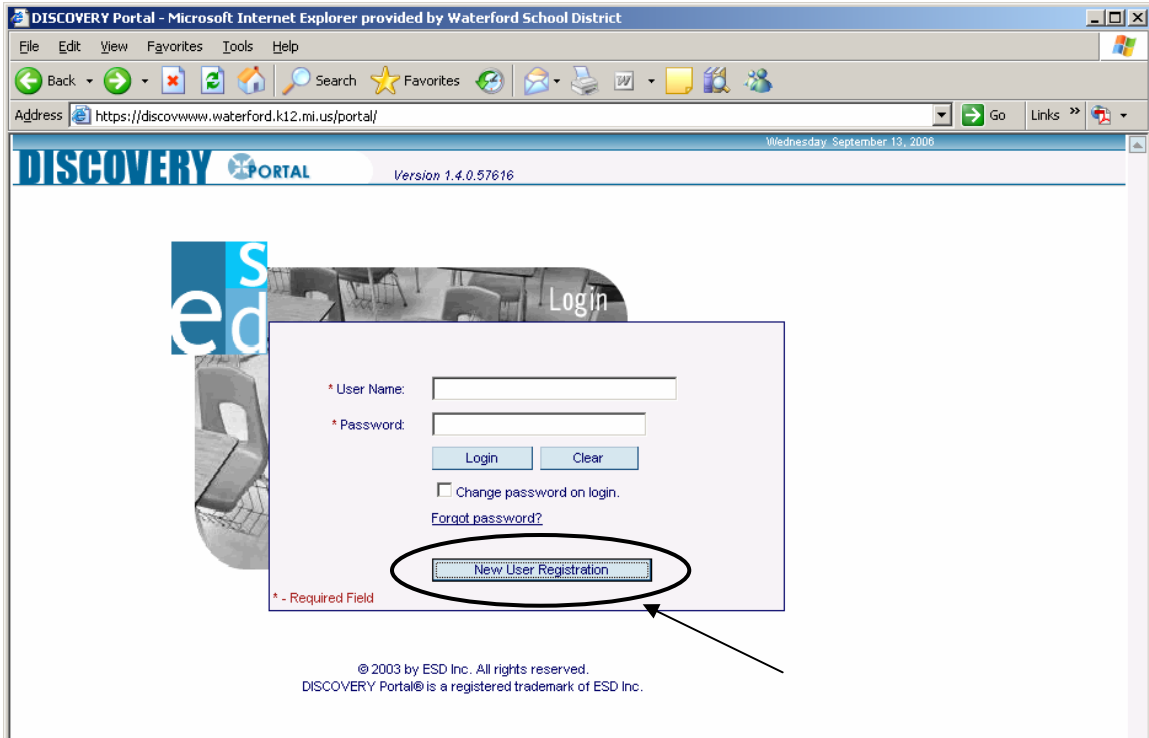
Once you have everything you need at your fingertips, you will click on the link to Parent Portal in Edline, choose your own unique username and password, enter the appropriate identifying information and receive an email with a confirmation key to complete your registration. Registration is only done once for a single child. If you have more than one child, you will add them to your account after you logon for the first time.

Start here

Logon to your Edline account. Look for *DISCOVERY PARENT PORTAL* under *Links* on the right of the screen. Left click on the link to go to the Parent Portal.



This is your logon window for the Parent Portal. Left click on the **New User Registration** button to begin.

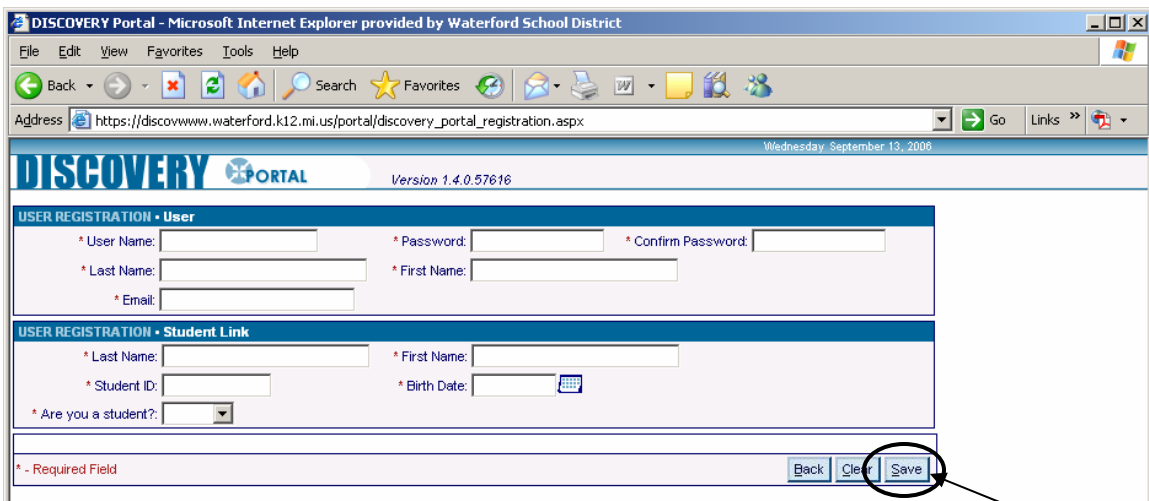


This window has two parts – one for your information (User) and one for your child (Student Link). All fields with a red asterisk are REQUIRED.

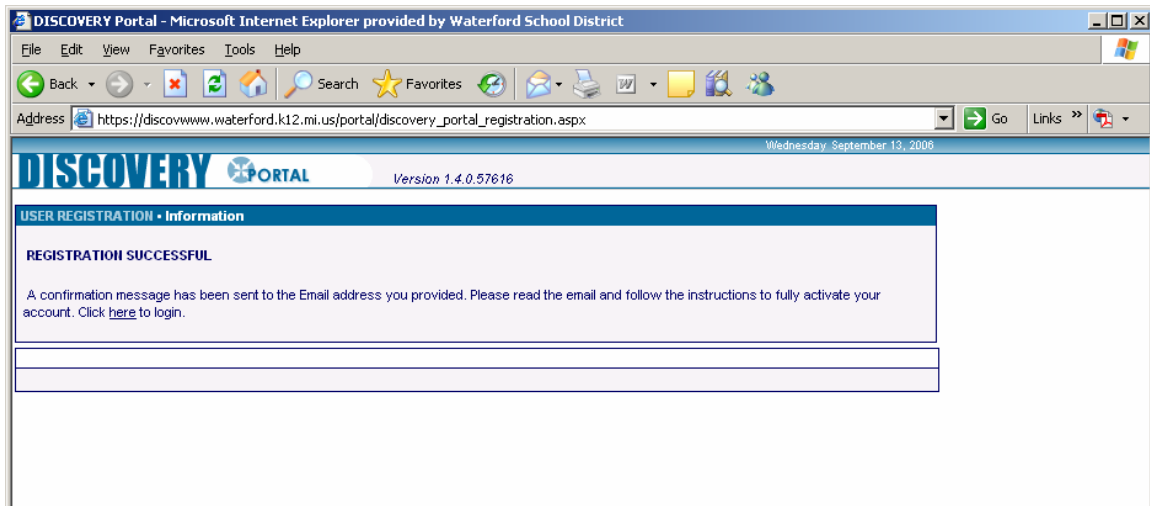
Your *User Name* must be unique. The system will let you know if someone else has already claimed your username.

Please remember your *Password* is case sensitive. Upper and lower case letters will make a difference when you try to logon!

Complete the entries for each box. Then left click on the **Save** button.

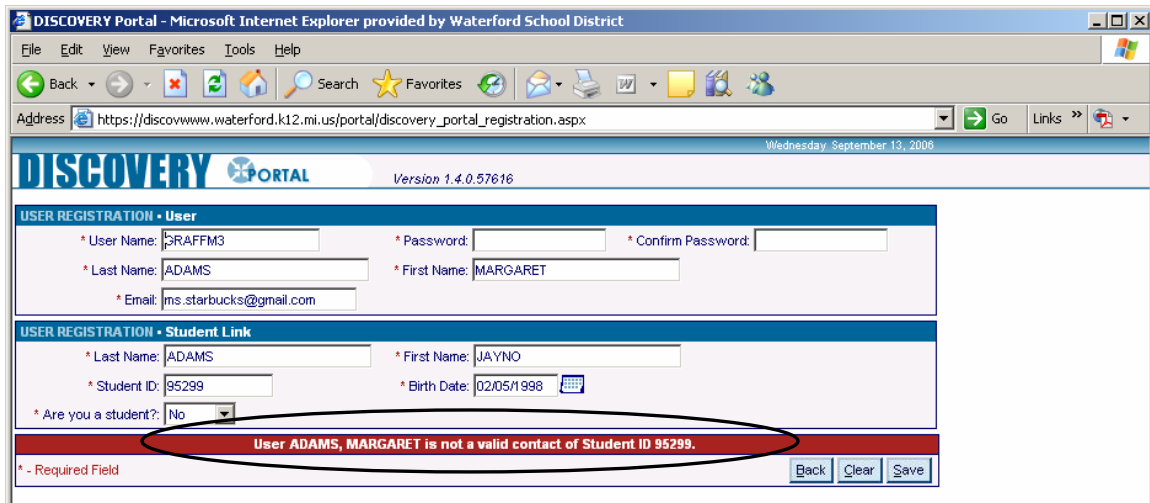


You will see this window when your registration is complete.



You need to logon to your email account to get your confirmation code. If you leave this window, you can always get back to the Parent Portal through Edline. Look for an email from **supportportal@wsdmi.org** with the subject **Discovery Parent Portal Application**. Check your Inbox *and* Spam or Junk mail folders. Your email provider may flag this as junk/spam from an unknown sender.

If you had incorrect information on your registration window, you will see a message in red as in the picture below.



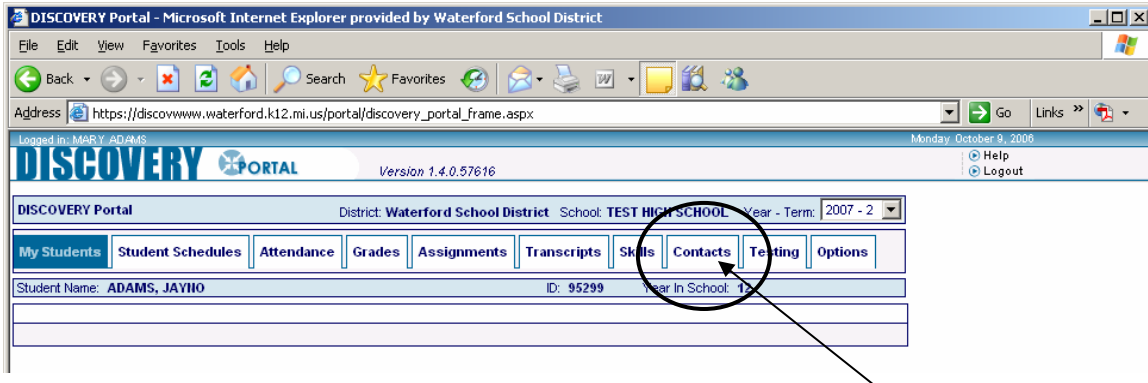
You cannot proceed without correcting the information. You may find it necessary to contact your child's school to verify the information they have on file.

HINTS: If your child's name has a suffix, like Jr or III, try adding that to the Last Name field. The same may apply if you have a suffix appended to your last name. Hyphenated last names are also possible. If you have a name like *O'Malley* try entering the name without the apostrophe as OMALLEY.

This is the window you will see when you log on successfully.

Congratulations!

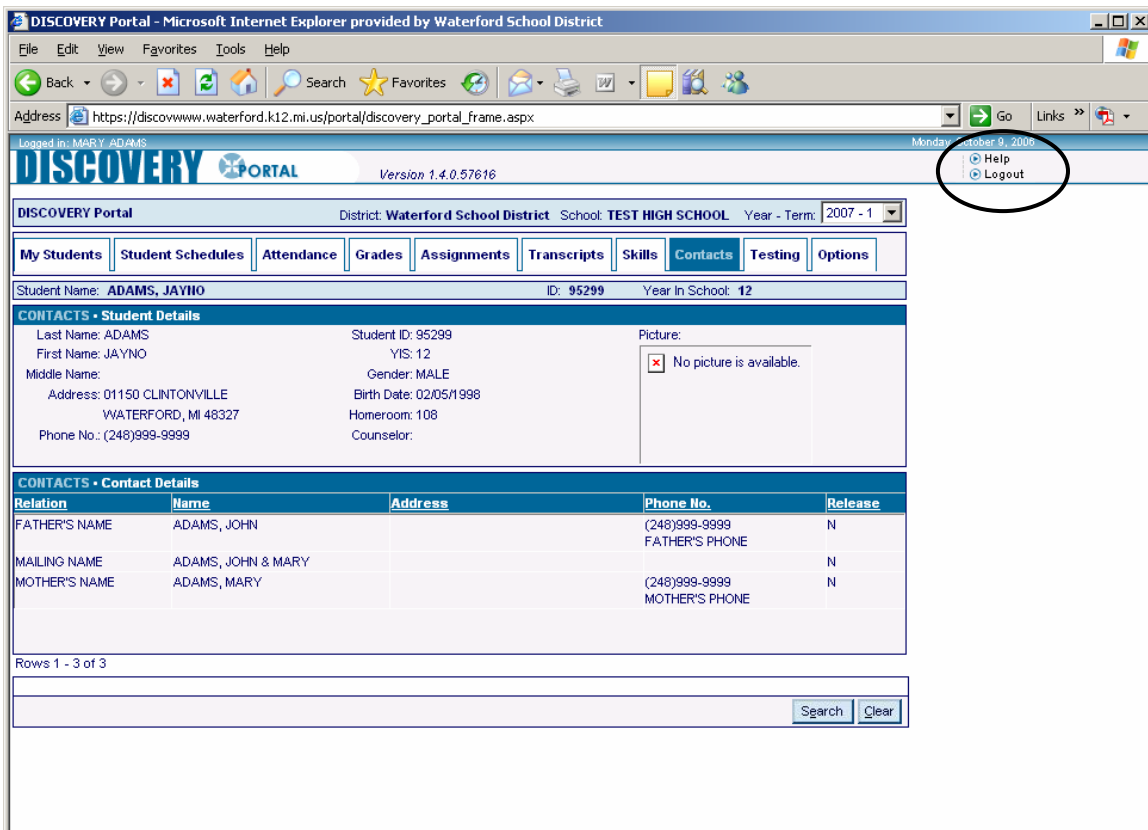
The windows are organized like file folder tabs. Click on one of the tabs to view information. For instance, click on the Contacts tab -



. . . to see address, phone and contact information.

Help and Logout are located to the upper right.

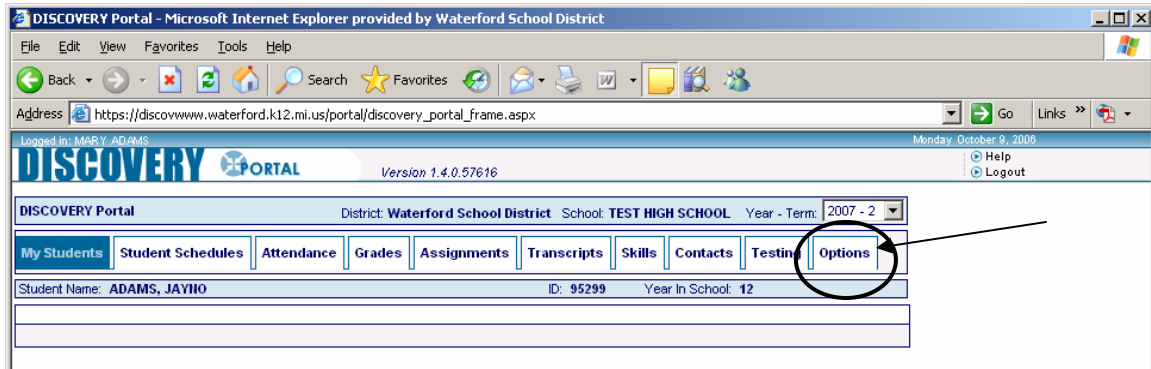
Remember: Always logout to protect your security and your child's personal information!



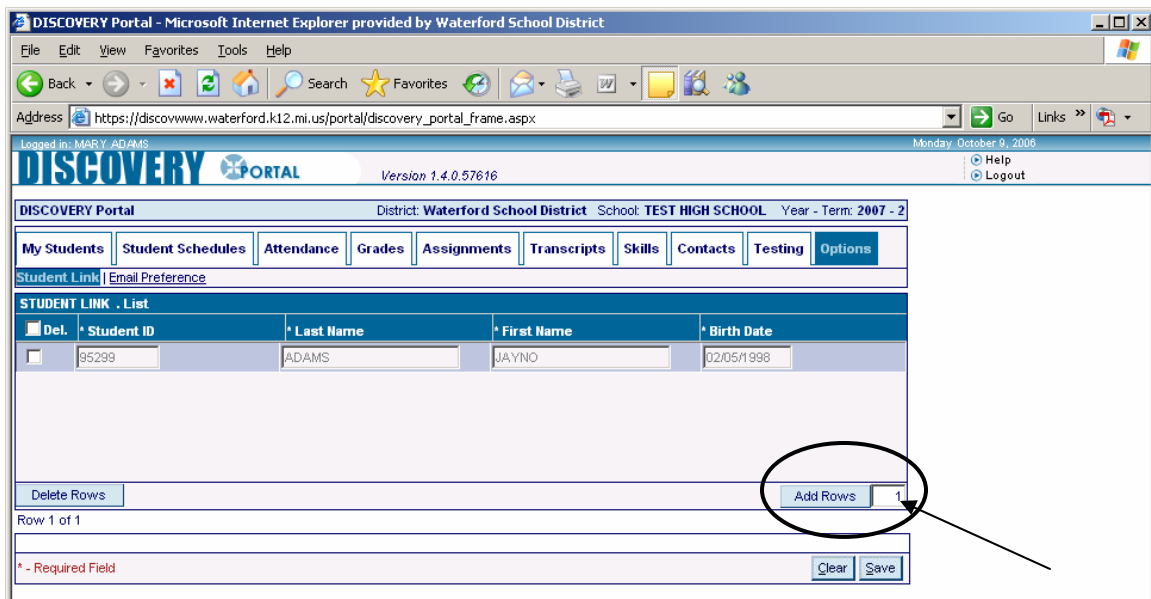
Instructions for adding more children to your account are on the following pages.

To add other students to your account:

Click on the Options tab on the main screen.



You will see this window with the student you have already linked to. You will need to add blank rows to add more students. So, change the number from 1 to however many children you need to add and then click on the **Add Rows** button.



Now you have at least one blank row to fill in with the Student ID, Last Name, First Name and Birth Date of your child.

The screenshot shows the DISCOVERY Portal interface in Microsoft Internet Explorer. The browser title is "DISCOVERY Portal - Microsoft Internet Explorer provided by Waterford School District". The address bar shows "https://discoverwww.waterford.k12.mi.us/portal/discovery_portal_frame.aspx". The user is logged in as MARY ADAMS on Monday, October 9, 2006. The page displays the DISCOVERY Portal logo and version 1.4.0.57616. The navigation menu includes "My Students", "Student Schedules", "Attendance", "Grades", "Assignments", "Transcripts", "Skills", "Contacts", "Testing", and "Options". The "STUDENT LINK - List" table has the following data:

Del.	Student ID	Last Name	First Name	Birth Date
<input type="checkbox"/>	95299	ADAMS	JAYNO	02/05/1998
<input type="checkbox"/>				

Buttons for "Delete Rows" and "Add Rows" are visible. A "Row 1 of 1" indicator is present. At the bottom, there are "Clear" and "Save" buttons, with a note "* - Required Field".

All of these items are required.

Click on the Save button when you're done.

The screenshot shows the DISCOVERY Portal interface in Microsoft Internet Explorer. The browser title is "DISCOVERY Portal - Microsoft Internet Explorer provided by Waterford School District". The address bar shows "https://discoverwww.waterford.k12.mi.us/portal/discovery_portal_frame.aspx". The user is logged in as MARY ADAMS on Monday, October 9, 2006. The page displays the DISCOVERY Portal logo and version 1.4.0.57616. The navigation menu includes "My Students", "Student Schedules", "Attendance", "Grades", "Assignments", "Transcripts", "Skills", "Contacts", "Testing", and "Options". The "STUDENT LINK - List" table has the following data:

Del.	Student ID	Last Name	First Name	Birth Date
<input type="checkbox"/>	95299	ADAMS	JAYNO	02/05/1998
<input type="checkbox"/>	95297	HAVILAND	LAURA	08/28/1999

Buttons for "Delete Rows" and "Add Rows" are visible. A "Row 1 of 1" indicator is present. At the bottom, there are "Clear" and "Save" buttons, with a note "* - Required Field". The "Save" button is circled with a black circle and an arrow pointing to it.

You will receive this window when your add is successful.

Click on **My Students** to return to the main screen.

The screenshot shows the DISCOVERY Portal interface in Microsoft Internet Explorer. The browser title is "DISCOVERY Portal - Microsoft Internet Explorer provided by Waterford School District". The address bar shows "https://discoverwww.waterford.k12.mi.us/portal/discovery_portal_frame.aspx". The user is logged in as MARY ADAMS on Monday, October 9, 2006. The page displays the "DISCOVERY PORTAL" logo and version "1.4.0.57616". Below the logo, the district is identified as "Waterford School District" and the school as "TEST HIGH SCHOOL" for the "2007 - 2" term. A navigation menu includes "My Students", "Student Schedules", "Attendance", "Grades", "Assignments", "Transcripts", "Skills", "Contacts", "Testing", and "Options". The "My Students" tab is selected and circled. Below the menu is a "STUDENT LINK - List" table with columns for "Del.", "Student ID", "Last Name", "First Name", and "Birth Date". The table contains two rows: one for ADAMS, JAYNO (Student ID 95299, Birth Date 02/05/1998) and one for HAVILAND, LAURA (Student ID 95297, Birth Date 01/28/1999). Below the table are "Delete Rows" and "Add Rows" buttons. A red banner at the bottom of the table area says "Save successful." with "Clear" and "Save" buttons. A legend indicates "* - Required Field".

Now you will see all of your children listed on your main window.

The screenshot shows the DISCOVERY Portal interface in Microsoft Internet Explorer, similar to the previous one. The user is logged in as MARY ADAMS on Monday, October 9, 2006. The page displays the "DISCOVERY PORTAL" logo and version "1.4.0.57616". Below the logo, the district is identified as "Waterford School District" and the school as "TEST HIGH SCHOOL" for the "2007 - 2" term. A navigation menu includes "My Students", "Student Schedules", "Attendance", "Grades", "Assignments", "Transcripts", "Skills", "Contacts", "Testing", and "Options". The "My Students" tab is selected. Below the menu is a "MY STUDENTS - List" table with columns for "Name", "Student ID", "YIS", "Birth Date", "Gender", and "School". The table contains two rows: one for HAVILAND, LAURA SMITH (Student ID 95297, YIS 11, Birth Date 01/28/1999, Gender F, School TEST HIGH SCHOOL) and one for ADAMS, JAYNO (Student ID 95299, YIS 12, Birth Date 02/05/1998, Gender M, School TEST HIGH SCHOOL). Below the table are "Rows 1 - 2 of 2" and a "Clear" button.

Remember to LOGOUT when you are finished.