

Parent Portal: Getting Started

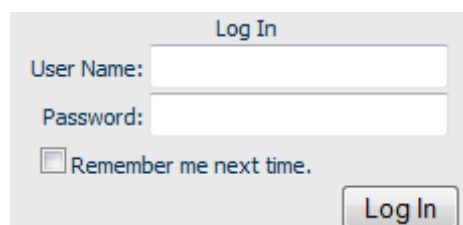
This introduction to Parent Portals provides instructions for the most commonly used features of the Parent Portal and is divided into the following sections:

- Logging into Parent Portal
- Changing Password (Includes your personal account information)
- Updating Household Information
- Accessing the OES Student & Parent Directory

Logging into Parent Portal

1) Go to <http://parent.oes.edu> on the Internet. It is recommended that you bookmark this page for easy access to the page in the future.

2) Enter your user name and password. Your account information can be found below. (If you have already used the Parent Portal you have activated your account and can ignore this step.)



The screenshot shows a login form titled "Log In". It contains two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time." and a "Log In" button.

**By default there is one account per household.*

3) **Be sure to log out!** When you are done using the Parent Portal log out by clicking the hyperlink found in the upper left corner.




The screenshot shows a blue button with the text "Home Logout" and a red arrow pointing to it.

Changing Your Password

Security is paramount. Changing your password is simple. Be sure to change your password the first time you access the account and once every 3-4 months.



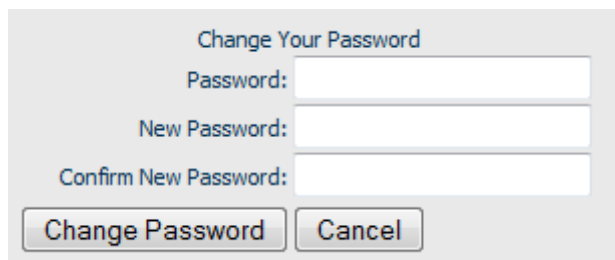
1) After logging into Parent Portal, expand the "User Profile" options by clicking the down arrow  beside "User Profile" found in the left task area.

2) Select "Change Login Information."

3) Enter your current password and your new password. Don't forget to confirm your new password by entering it a second time.

4) Select "Change Password" when you are content with your newly chosen password.

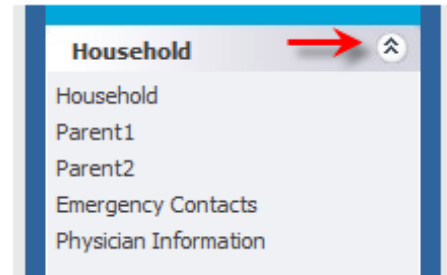
5) This is also the location when users can change the email where account information will be sent if a password is forgotten.




The screenshot shows a form titled "Change Your Password". It contains three input fields: "Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Change Password" and "Cancel".


Updating Household Information

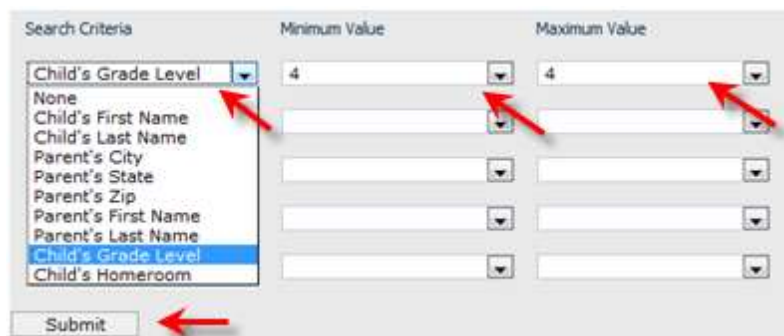
OES relies on parents to provide the school with accurate and up-to-date family information. The Parent Portal allows parents to easily update the information through a secure internet connection. Information updated in the Portal does not need to be sent to the Divisional Office since the information will be automatically updated.



- 1) To update household information expand the Household Information options by clicking the down arrow  beside “Household” found in the left task area.
- 2) Select the category of information to update and enter the new information in the fields to the right.
- 3) Be sure to click the when you are done editing Household Information.

Accessing the OES Student & Parent Directory

- 1) To access the Student & Parent Directory expand the Directories’ options by clicking the down arrow  beside “Directories” found in the left task area.
- 2) Select Parent/Student Directories to begin a search for directory information.
- 3) Use one of the nine different criteria and up to five filtering options to search for students and/or parents. (See image below.)
- 4) After you have entered search criteria, begin the search by selecting submit.
- 5) The selected searchable information will be displayed on the next screen after the “submit” button has been selected.

A screenshot of a search form. It has three columns: 'Search Criteria', 'Minimum Value', and 'Maximum Value'. The 'Search Criteria' column has a dropdown menu with options: None, Child's First Name, Child's Last Name, Parent's City, Parent's State, Parent's Zip, Parent's First Name, Parent's Last Name, Child's Grade Level (highlighted), and Child's Homeroom. The 'Minimum Value' and 'Maximum Value' columns have input fields with dropdown arrows. Red arrows point to the dropdown arrow in the 'Search Criteria' column, the dropdown arrows in the 'Minimum Value' and 'Maximum Value' columns, and the 'Submit' button at the bottom.