

Home Portal Quick Guide

Login



- Obtain a login to access your child's information from your child's school.
- Open a Web browser window.
- Go to <https://sis.shelbyed.k12.al.us/InformationNOW/> OR from the Shelby County Schools web site, click on Parent Links, then click the INOW Home Portal link in the Quick Links section.
- Enter the *User Name* and *Password*. If you forgot your password, click the **Forgot password?** Link and follow instructions provided. **Note:** this will only work if you have an email address on file with the school.
- Click **Login**.
- The first time you log in, you will be prompted to reset your password for security purposes. You will enter the old password, then enter the new password and retype it in the space provided. Click **OK** to save the changes.

Home



- **Home Page:** A list of announcements will display. Some announcements may have a blue link that you may click to view more details.
- **School Calendar:** Displays a calendar of school events and schedules. An event will display as a blue link. Click the link to view more details. Non-attendance days appear in gray. Click the **Month** drop-list to view a different month or click the >> or << arrows to navigate to a different month.
- Click **Events** to view only events for that month. Click **Schedule** to view the attendance days/schedule (early out days, rotation days). Click **Both** to view both events and the schedule.

Student Information

Student Information
Attendance
Grades
Schedule

Attendance

- Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school
- Click the **Date** of the absence to view more details.
- **View Period Absences:** Click to view a list of all periods missed.
- **View Check In/Check Out:** Click to view a list of the dates/times that your child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

Grades

- Displays all of the current running averages (grades) for your child's classes.
- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.
- **A:** Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the + button to view more details about the activity. Click the **Progress Report** button to view/print a report for your child's activities for this class. **Note:** Teachers designate which classroom activities are to be visible in the home portal.
- **D:** Click to view more details about your child's grade for this class.

Schedule

- Displays the schedule that your child has for the selected year (academic session). All terms will display by default but you may click the **Term** drop-list and select to view just one term of your child's schedule.

Reports

Reports
Comprehensive Progress
Report Card
Standards Report Card
Unofficial Transcript

InformationNOW uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

- **Comprehensive Progress:** A list of activity grades such as homework, quizzes or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments.
- **Standards Report Card:** A standards-based report card including marks (S, P or N) for certain standards such as *Uses Nouns, Verbs, and Adjectives in Writing or Number Sense*.
- **Unofficial Transcript:** A student's unofficial transcript. A watermark will print indicating this is an unofficial copy. Therefore this transcript may not be submitted to colleges for consideration.

System Preferences

System Preferences
Settings

Settings

- **Alerts:** You may elect to *Go Green*. If you do, you will receive an e-mail from the school announcing when reports such as report cards or progress reports are available for viewing online. You will not receive a printed report. To *Go Green*, check the box and enter a primary e-mail address. An e-mail will be sent from the school when an electronic version of a report is ready. To view the report, log in to *InformationNOW* and, under the **Reports** link on the left, click the desired report.
- **Email:** Enter the primary e-mail address for the school to use for announcements and other information.
- **Change Password:** To change your password, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:
 - Must be a minimum of eight alpha-numeric characters in length.
 - Must contain at least one number and one letter.
 - Cannot be *password, pass, administrator* or *admin*.
 - Cannot be same as username.