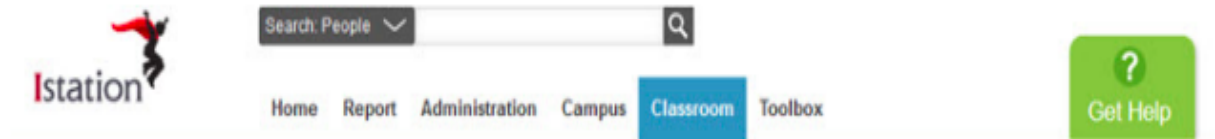


Enable the Parent Portal

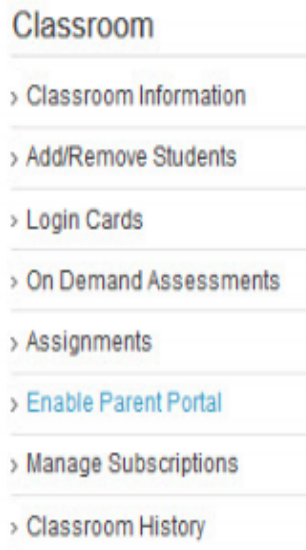
Teachers must provide login information to the parents or guardians of students. Here are instructions on how to provide login information.

It is necessary to be logged into [your single sign on portal to access the Istation reporting portal](#).

1. After logging in, select the [Classroom](#) tab at the top of the page. The screen will open to the most recently viewed classroom if multiple classrooms can be seen. A different classroom may be selected at the top of the screen by using the drop-down menu where the class title is listed.



2. In the left menu, select **Enable Parent Portal**.



2. Choose **Select All** or select individual students to enable parents to log into the Istation Parent Portal Web site from home and see limited reports and resources using their student's Istation account.

NOTE: If the message "cannot enable" appears, then the password does not meet the minimum requirements. To change the student's password, click the **change password** link provided. Changes should be made in accordance with district preferences. If unable to change a student's password, please contact [Istation Support Services](#).

Enable Parent Portal

for Classroom - J Shields

at Shields Elementary, Istation Training Accounts

This classroom has the opportunity to enable parent participation at home. Parents will have access to the Student Summary Handout and the Skill Growth Detail reports.

Steps to take:

1. "Select All" or select individual students listed below to enable parents to log into Istation Report Web site from home to see limited Reports and Resources using their student's Istation account.
2. Click "Update".
3. **Print a letter for students to take home to their parents.**

Password Information

Because of the confidentiality of student data, there are password requirements on student accounts.

For example:

- Students in the class cannot share the same passwords.
- The word "password" is not allowed.
- The password cannot match the username.

If you see a message below that says "cannot enable", check the notes column to see if the student's password is listed as the cause. If so, you may use the link provided to change the password of that student.

Name	Enable Parent Portal	Notes
	<input type="checkbox"/> Select All	
Jones, Jasmine	cannot enable	Password does not meet minimum password requirements. change password Note: This student will use the new password.
Levine, Alicia	<input type="checkbox"/>	
Moore, Derrick	<input type="checkbox"/>	
Nyugen, Cho	<input type="checkbox"/>	


2. Click **Update**.
3. Then click **Print a letter for students to take home to their parents**.
4. Mark the checkboxes for chosen students and click **Create Parent Letters**.



5. Print the Istation Home Login Information and distribute to students for them to take home to their parents/guardians.

Example Letter:

Edit Parent Letters Print Cards



Dear Parent or Guardian of **Derrick Moore**.

At school your child is currently receiving individualized reading instruction through the use of the computer-delivered program Istation Reading. Your child's school has chosen to continue his or her reading experience by providing unlimited access to Istation Reading at home!

Here's how you can gain access to the parent portal and Istation Home for your child:

You will need the following login information for Derrick Moore in order to gain access to Istation Home.

Student's Name: Derrick Moore | **School/Domain:** z.training | **User Name:** derrickm | **Password:** 004003

The next step is to install Istation on your home computer. This is a quick and easy process. Go to www.istation.com/istationHome/ and follow the simple installation instructions.

The www.istation.com/istationHome/ Web page will also provide information on how to log in to the Istation parent portal, where you can view your child's progress and access reports and other resources.

For more information or help, visit www.istation.com, call 1-866-883-7323, and press 2, toll-free, or e-mail support at support@istation.com.

Estimado padre o supervisor de **Derrick Moore**.

En su escuela su hijo está recibiendo enseñanza individualizada de lectura con Istation Reading, un programa computarizado interactivo. ¡La escuela ha decidido continuar con la experiencia de lectura de su hijo brindándole acceso ilimitado a Istation Reading en el hogar!

Aquí le informamos cómo obtener acceso al portal para padres y a Istation Home para su hijo:

Usted necesitará la siguiente información de entrada para Derrick Moore. Con esta información obtendrá acceso a Istation Home.

Nombre del estudiante: Derrick Moore | **Escuela/Dominio:** z.training | **Nombre de usuario:** derrickm | **Contraseña:** 004003

El próximo paso es instalar Istation en su computadora en el hogar. Este es un proceso rápido y fácil. Visite www.istation.com/istationHome/ y siga las instrucciones para la instalación.

Esta página (www.istation.com/istationHome/) también le proveerá información sobre cómo entrar al portal para padres de Istation, donde podrá seguir el progreso de su hijo y ver sus informes y otros recursos.

Para recibir más información o ayuda, visite www.istation.com, llame al 1-866-883-7323, ext. 2 libre de cargos, o envíe un correo electrónico a support@istation.com.

For any assistance or information, please contact [Istation Support Services](#).