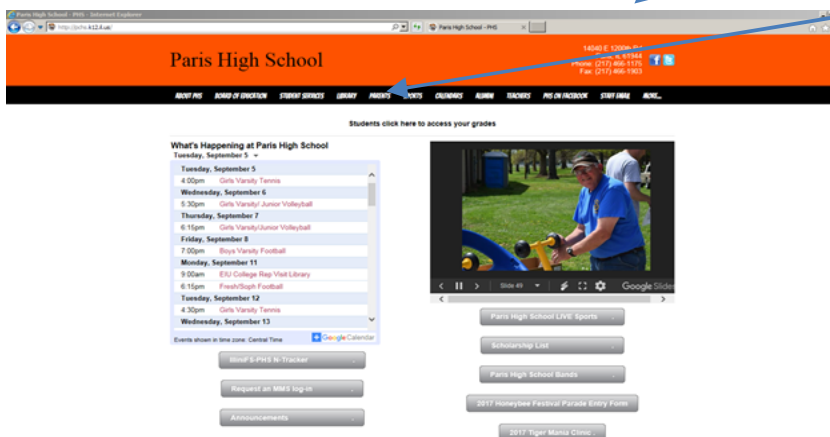


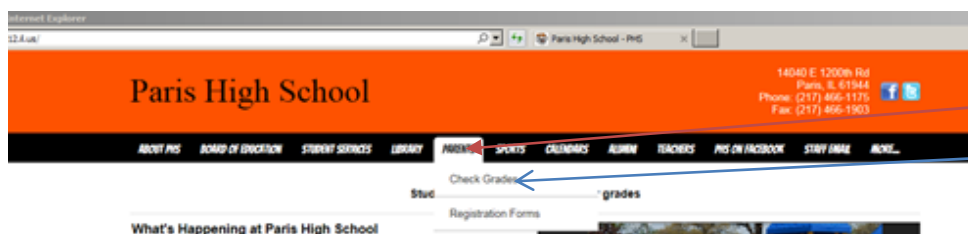
Step by Step Directions

1. Open your web browser and go to pchs.k12.il.us



Next click on the Parents Menu

This will open the Parent web page as shown below.



Click the Parent Menu and then select Check Grades

2. Click on the "Create Account" link underneath the login box



3. Enter your first name and last name EXACTLY how they are listed on the email from PCHS. If there is an error, please contact your child's school AFTER you setup your account.

4. Choose a login name for your account. Choose something that you will be able to easily remember
5. Enter your child's Student ID Number EXACTLY as it listed on the email from PCHS and click "Create Account"

Create Account
Complete the form below and click the "Create Account" button.

Note: Please enter your First and Last Name exactly as it is listed on the letter you received. All fields are required.

Parent First Name:

Parent Last Name:

Parent Login Name:

Please enter a Student ID number. If you have more than one child, you will be able to add more than one student once your account is created.

Student ID Number:

Enter your First and Last name EXACTLY as they are listed in the letter you received

Choose your own username. REMEMBER TO WRITE IT DOWN!

Enter your child's ID# EXACTLY as it listed on the letter you received

6. You will receive an email with your username and temporary password to the email address that we have on file. You should receive the email within a few seconds. If you do not see it in your inbox check your Junk folder.

Click the "Click here" link to be brought back to the Parent Portal login screen

Your Account has been created.

An email has been sent to [redacted]@gmail.com with your username and temporary password.

[Click here](#) to go to the login screen.

Click the "Click here" link to return to the portal login screen.

7. Enter the Username and temporary Password that were emailed to you and click "Login"

MMS Parent Portal Login

Username:

Password:

Enter the username and password that were emailed to you

Parents, [click here](#) to create your account or [click here](#) if you forgot your password.

8. You will be asked to change the temporary password that was emailed to you. Enter your temporary password and then enter your password of choice in the "New Password" and "Confirm New Password" fields. Click "Change Password"



Change Password

Parent Requested Password Change

Old Password:
New Password:
Confirm New Password:

Your new password will need to be at least 5 characters long. The password must have at least one letter and one number.

Your password must be at least 5 characters long. The password must have at least one letter and one number.

9. Click on your child's name



Students My Account

Students

Student Name

Click on your child's name to view the information in the parent portal

10. Click on a heading to view a specific type of information

v2.3.06 MMS For Schools
 Logged in as: [Redacted] School Year: 11-12
 Logout

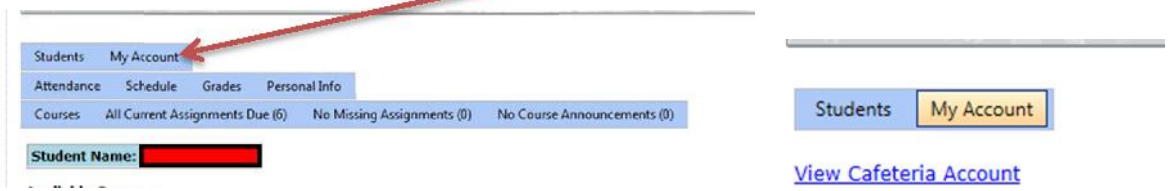
Students My Account
 Attendance Schedule Grades Personal Info
 Courses All Current Assignments Due (6) No Missing Assignments (0) No Course Announcements (0)

Student Name: [Redacted]

Available Courses:
 To access course specific information for one of these courses, click on the "Course Name" link in the table below.

Course Name	Course #	Sect	Term	Days	Start Pd	End Pd	Room	Teacher	Q11 AVG	# Graded Assign'ts	# Missing Assign'ts
7TH SOCIAL STUDIES	WS7	0003	YR	MTWRF	1	1	27	Hicks, Carlee	96.83	12	0
7TH HEALTH	HL7	01	Q1	MTWRF	2	2	30	Imeroni, Susan	100.00	5	0
7TH PE	PE7	02	Q2	MTWRF	2	2	GYM	AdKison, Kristy		0	0
7TH PE	PE7	03	Q3	MTWRF	2	2	GYM	AdKison, Kristy		0	0
7TH PE	PE7	04	Q4	MTWRF	2	2	GYM	AdKison, Kristy		0	0
7TH LIT ADV.	LT7A	0001	YR	MTWRF	3	3	25	Cash, Marian	88.33	5	0
7TH SCIENCE	BI7	0003	YR	MTWRF	4	4	24	Lau, Andrea	88.89	4	0
CHORUS	CHR	01	YR	T R	5	5	29	Willenborg, Anjole	100.00	8	0
JUNIOR HIGH BAND	JHB	01	YR	M W F	5	5	29	Ripperden, Aimee	97.00	17	0
CAFETERIA	CAF	01	YR	MTWRF	6	6	CAFE			0	0
7TH LANG. ARTS	LA7	0001	YR	MTWRF	7	7	30	Imeroni, Susan	117.06	12	0
7TH MATH	MA7H	0001	YR	MTWRF	8	8	33	Clark, Michelle	102.74	13	0
7TH ART	AR7	0001	Q1	MTWRF	9	9	28	St. Clair, Mary		1	0
MATH APPLICATIONS	M7	0003	Q4	MTWRF	9	9	33	Clark, Michelle		0	0
CHAR. ED./ CAREER	CC7	02	Q2	MTWRF	9	9	32	Huston, Mary		0	0
7TH COMPUTERS	CP7	0003	Q3	MTWRF	9	9	22	Boyer, Melissa		0	0

11. To add an additional child click on the My Account tab



Click on Add Another Student to this Login
Enter the Student ID Number for your child
Click on the Submit button

- Students My Account
- [View Cafeteria Account](#)
- [Change Password](#)
- [Add Another Student to this Login](#)
- [Create Student Login](#)
- [Change Student Password](#)
- [Forgot Student Password](#)

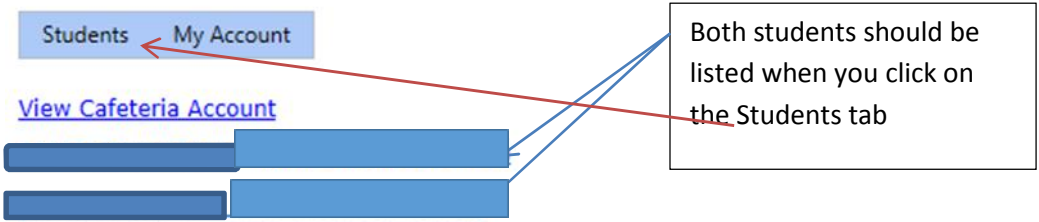
Students My Account

[View Cafeteria Account](#)

Add Another Student to this Login

Enter the Student ID number below in order to associate that student to your account.

Student ID Number:



12. You can view Cafeteria Account information by clicking on the View Cafeteria Account link

The screenshot shows the LunchTime website interface. At the top, there are navigation links for 'Students' and 'My Account'. Below this, a blue button labeled 'View Cafeteria Account' is highlighted with a red arrow. To the right, the 'Account Access Listing' section contains a table with columns for 'Last Name', 'First Name', 'Grade', 'Balance', and 'PIN #'. Two rows of data are visible, each with a 'Select' link next to the name. A text box with an orange arrow points to these 'Select' links, containing the text: 'To view detailed information click the Select link next to your childs name'. At the bottom right, there are links for 'Admin Policy', 'Security Policy', 'Return Policy', 'Delivery Policy', and 'Counselor Service'.

Account Transaction Viewer

Account Name: [Redacted]
 Date Range: All Dates
 Current Balance: \$14.00

[Back To Account List](#)

DATE	DESC	QTY	DEPOSIT	CHARGE	BALANCE
9/20/2011 12:01:21 PM	Reimbursable Meal	1.0		2.25	14.00
9/19/2011 11:56:18 AM	Reimbursable Meal	1.0		2.25	16.25
9/9/2011 11:47:51 AM	Bottled Water	1.0		0.50	18.50
9/9/2011 11:47:51 AM	Reimbursable Meal	1.0		2.25	19.00
9/6/2011 11:55:03 AM	Reimbursable Meal	1.0		2.25	21.25
8/29/2011 11:55:16 AM	Gatorade	1.0		1.00	23.50
8/29/2011 11:55:16 AM	Reimbursable Meal	1.0		2.25	24.50
8/18/2011 12:00:52 PM	Gatorade	1.0		1.00	26.75
8/18/2011 12:00:52 PM	Reimbursable Meal	1.0		2.25	27.75
8/18/2011 8:21:38 AM	DEPOSIT		30.00		30.00
8/15/2011 1:54:37 PM	OPENING BALANCE		0.00		0.00

[Back To Account List](#)

11. Make sure to click the "Logout" button at the top of the page when you are finished using the Parent Portal

The screenshot shows the MMS Parent Portal interface. At the top right, there is a 'Logout' button. Below the navigation bar, there are links for 'Students', 'My Account', 'Attendance', 'Schedule', 'Grades', and 'Personal Info'. A red arrow points to the 'Logout' button. The main content area displays 'Student Name: [Redacted]' and a table of 'Available Courses' with columns for Course Name, Course #, Term, Days, Start, End, Room, Teacher, Q1 Avg, # Credits, and # Prereqs.

