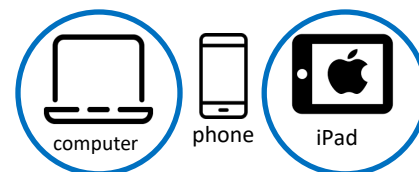


# Home Access Center

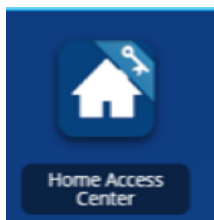


## How to Sign In from Family Portal.

	Description	Screenshot
1	Go the <b>CPS Families Portal Login</b> .	
3	Enter username and password. <b>Sign In.</b>	
4	Find the <b>Home Access icon</b> . Click to <b>open</b> .	

## How to View Account.

1	Click <b>your name</b> in top right corner.	
2	See <b>account information</b> .	
3	<i>If account info is incorrect, click Home, then contact info link.</i> <b>OR</b> Call school to update.	



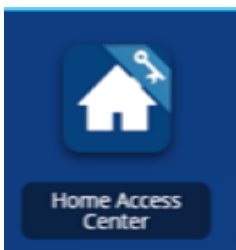
# Home Access (cont.)

## How to Switch Between Students.

1	Click <b>Change Student</b> in top right corner.	
2	Choose Student to view. Click <b>submit</b> .	

## How to view the Home Page.

1	Click <b>Home</b> .	
2	Click <b>Week View</b> to see student <i>schedule for the week</i> .	
3	Click <b>Calendar</b> to see <i>Month calendar</i> .	



# Home Access (cont.)

4	Click <b>School Links</b> to see links to school web pages.	
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## How to Check Attendance.

1	Click <b>Attendance</b> .	
2	<b>Colored days</b> are absences. <i>See key at bottom of calendar for absence reason.</i>	

## How to see Student Schedule and Contact Teachers.

1	Click <b>Classes</b> .	
2	Click <b>Schedule</b> .	



# Home Access (cont.)

3 See list of classes.

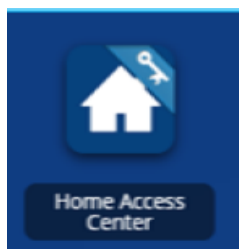
Classwork | Schedule | Requests

2018 - 2019 Schedule			
Course	Description	Periods	Teacher
0140NC - 51	<a href="#">Advisory</a>	1	<a href="#">Stone, Roger</a>
6603SC - 5	<a href="#">Science 8</a>	2	<a href="#">Barker, Samuel</a>
2180EN - 2	<a href="#">English 8</a>	3	<a href="#">Leyden, Joan</a>
6603SC - 3	<a href="#">Science 8</a>	4	<a href="#">Salim, Samira</a>
5580MA - 1	<a href="#">Pre Algebra</a>	A - 5	<a href="#">Barhorst, Frank</a>
0160NC - 3	<a href="#">8th Grade Lunch</a>	B	staff, Staff
3615WL - 1	<a href="#">Spanish 1</a>	7	<a href="#">Lambson, Tanya</a>
7504PA - 3	<a href="#">8th Grade English</a>	8	<a href="#">Stanton, Lisa</a>

See teacher names. Click on teacher name to contact.





## How to See Grades.

1	Click <b>Grades</b> .																																																							
2	Click <b>Report Card</b> .																																																							
3	See grades.	<table border="1" style="border-collapse: collapse;"> <thead> <tr> <th>SEM1</th> <th>T3</th> <th>EXM</th> <th>SEM2</th> </tr> </thead> <tbody> <tr> <td></td> <td>B</td> <td></td> <td>A</td> </tr> <tr> <td></td> <td>A-</td> <td></td> <td>A-</td> </tr> <tr> <td></td> <td>B+</td> <td></td> <td>A</td> </tr> <tr> <td></td> <td>B</td> <td></td> <td>B</td> </tr> <tr> <td></td> <td>B-</td> <td>A-</td> <td>B+</td> </tr> <tr> <td>B+</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	SEM1	T3	EXM	SEM2		B		A		A-		A-		B+		A		B		B		B-	A-	B+	B+																													
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4	Click on <b>class name</b> to see detailed scores and information.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">11/20/2018</td> <td style="width: 25%;"><a href="#">District CFA - Resources, Research, notes</a></td> <td style="width: 20%;">Formative Assessment</td> <td style="width: 5%;">3.00</td> <td style="width: 5%;">1.00</td> <td style="width: 5%;">7.00</td> <td style="width: 5%;">6.00</td> <td style="width: 5%;">6.00</td> <td style="width: 10%;">50.00 %</td> </tr> <tr> <td>11/30/2018</td> <td><a href="#">Greek God Research</a></td> <td>Project</td> <td>8.00</td> <td>1.00</td> <td>8.00</td> <td>10.00</td> <td>10.00</td> <td>80.00 %</td> </tr> <tr> <td>12/07/2018</td> <td><a href="#">December Book Project</a></td> <td>Project</td> <td>14.00</td> <td>1.00</td> <td>14.00</td> <td>20.00</td> <td>20.00</td> <td>70.00 %</td> </tr> <tr> <td>12/11/2018</td> <td><a href="#">Greek Research Rough Draft Outline</a></td> <td>Project</td> <td>12.00</td> <td>1.00</td> <td>12.00</td> <td>15.00</td> <td>15.00</td> <td>80.00 %</td> </tr> <tr> <td>12/14/2018</td> <td><a href="#">Greek God/dess Research Paper Turn-in</a></td> <td>Project</td> <td>5.00</td> <td>1.00</td> <td>5.00</td> <td>5.00</td> <td>5.00</td> <td>100.00 %</td> </tr> <tr> <td>12/20/2018</td> <td><a href="#">NoRedInk - Commas</a></td> <td>Writing &amp; Language Development</td> <td>10.00</td> <td>1.00</td> <td>10.00</td> <td>10.00</td> <td>10.00</td> <td>100.00 %</td> </tr> </tbody> </table>	11/20/2018	<a href="#">District CFA - Resources, Research, notes</a>	Formative Assessment	3.00	1.00	7.00	6.00	6.00	50.00 %	11/30/2018	<a href="#">Greek God Research</a>	Project	8.00	1.00	8.00	10.00	10.00	80.00 %	12/07/2018	<a href="#">December Book Project</a>	Project	14.00	1.00	14.00	20.00	20.00	70.00 %	12/11/2018	<a href="#">Greek Research Rough Draft Outline</a>	Project	12.00	1.00	12.00	15.00	15.00	80.00 %	12/14/2018	<a href="#">Greek God/dess Research Paper Turn-in</a>	Project	5.00	1.00	5.00	5.00	5.00	100.00 %	12/20/2018	<a href="#">NoRedInk - Commas</a>	Writing & Language Development	10.00	1.00	10.00	10.00	10.00	100.00 %
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# Home Access (cont.)

## How to See Student Discipline Report.

1	Click <b>Student Support</b> . <b>See Discipline Tab.</b>	
2	See list of <b>incidents</b> .	
3	Click on <i>incident to see more information.</i>  	

## How to Find Bus Information.

1	Click <b>Registration</b> .	
2	Look under <b>transportation</b> .  <i>See bus information including Bus number, route, stop and times.</i>	