

SD83 Parent Connect Instructions:

In an effort to reduce paper and familiarize families with two online services (Parent Connect and Student Connect) offered by our district, we are asking that parents and students complete the following forms online this year.

Forms that can be completed through Parent Connect: <http://parentconnect.sd83.bc.ca>


1. Outside Media Consent Form
2. Personal Information Consent Form
3. Walking Field Trip Form
4. Digital Citizenship Consent (Wifi Access/Computer Use)
5. Canadian Anti-Spam Legislation (CASL) permission form (for each parent/guardian)
6. Verification of Demographic Information


Part 1: Parent Connect Login

Step 1 – Retrieve your Parent Connect passwords, you can skip to Step 2 if you already have your login password(s)

Open <http://parentconnect.sd83.bc.ca> in your Web Browser such as Internet Explorer. Click the “Forgot My Password” link.

PC-0000

 **Parent Connect**
School District No. 83

Powered by CIMS 

PopUps District Help

For additional online help click on the District tab above. Select Parent and Students Option on the SD83 webpage and locate the Parent Connect SD83 Instructions option. Parent Connect backup time is between 11pm and 3am and will be unavailable during this time.

Email Address

Password * case sensitive

[Get Students](#)

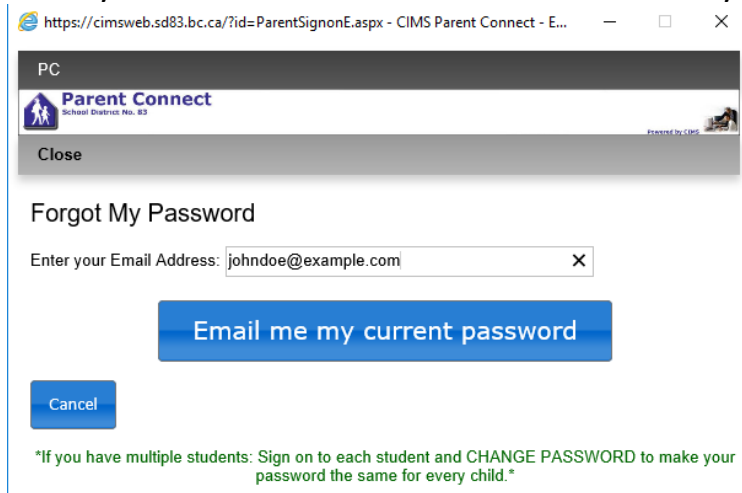
[Forgot My Password](#)

* NOTE: The "Forgot Password" window is a PopUp - Refer to PopUps information below if the window does not appear after clicking this button *

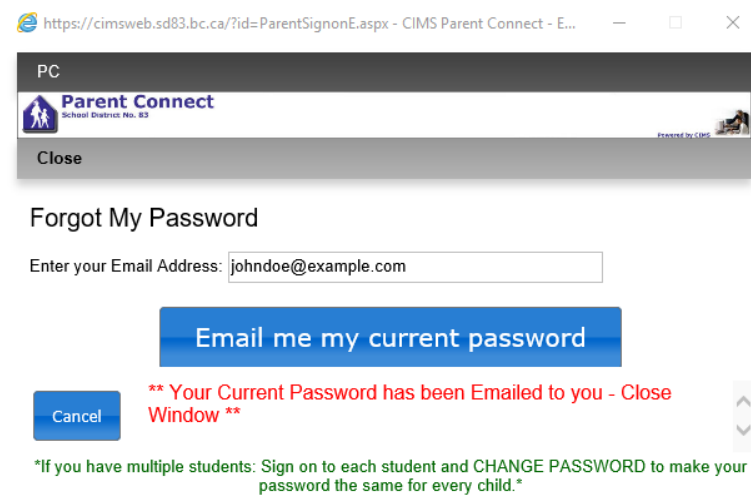
[How to Sign In to Parent Connect - Online Video](#)

Version - September 30, 2016

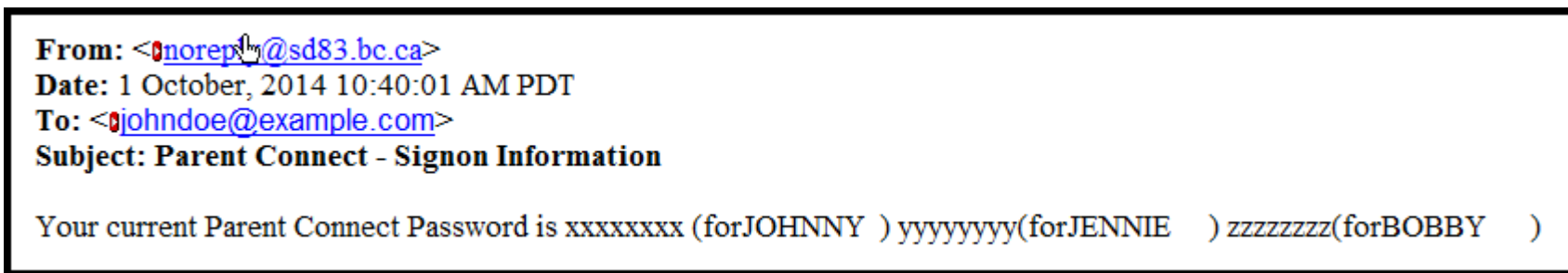
Enter your email address and click 'Email me my current password'



You will receive confirmation that your login password has been sent to your email address. **If you receive an error message that your email is incorrect please call your child's school office and provide your current email address.**

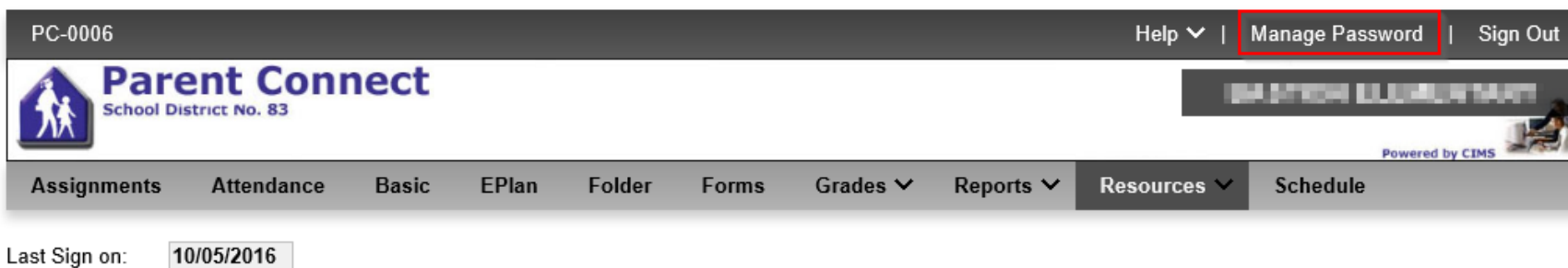


Close the Window and check your email to retrieve your login password(s). You will receive the passwords for each of your children:

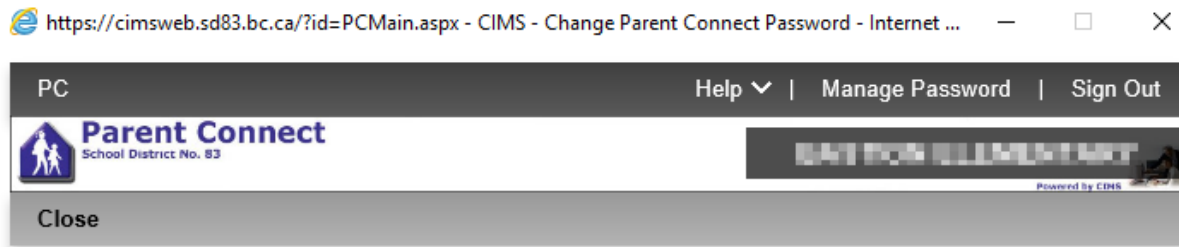


You can access each child in Parent Connect by signing in with your email address and the password listed for each child.

We recommend that you change the passwords for each child so that they are the same. You can do this by signing into Parent Connect for each child and changing the password to the same password. Once signed in you can change the password on each child by clicking 'Manage Password'.



A 'Change Password' Pop up window will open, enter old and new passwords and click 'Save'.



Change Password

In an effort to keep your information secure, there are some password requirements.

- Minimum 5 characters - Maximum 10 characters
- Must start with an alphabetical character
- Minimum of 1 number
- No spaces or special characters allowed
- Case sensitive

To change your password you must:

1. Enter your current password
2. Type in your new password
3. Re-enter the new password for confirmation
4. Select "Save"

**** Please wait for the message confirming the password change before closing the window.**

Step 2 - Log into Parent Connect

Open <http://parentconnect.sd83.bc.ca> in your Web Browser such as Internet Explorer. Enter your email address and password and click "Get Students". The student names will appear besides "Get Students", select a Student name and click "Sign in". **If you have not changed your password(s) to match you will only see the student name for the password you have entered. If you have changed the password(s) to match you will then see a list of student accounts to choose from.**

Parent Connect
School District No. 83

Powered by CIMS

PopUps District Help

For additional online help click on the District tab above. Select Parent and Students Option on the SD83 webpage and locate the Parent Connect SD83 Instructions option. Parent Connect backup time is between 11pm and 3am and will be unavailable during this time.

Email Address

johndoe@example.com

Valid Password - Select student - Click "Sign In"

Select Student

Select a Student

JIMMY DOE

JENNIE DOE

BOBBY DOE

Sign In

[Forgot My Password](#)

*** NOTE: The "Forgot Password" window is a PopUp - Refer to PopUps information below if the window does not appear after clicking this button ***

[How to Sign In to Parent Connect - Online Video](#)

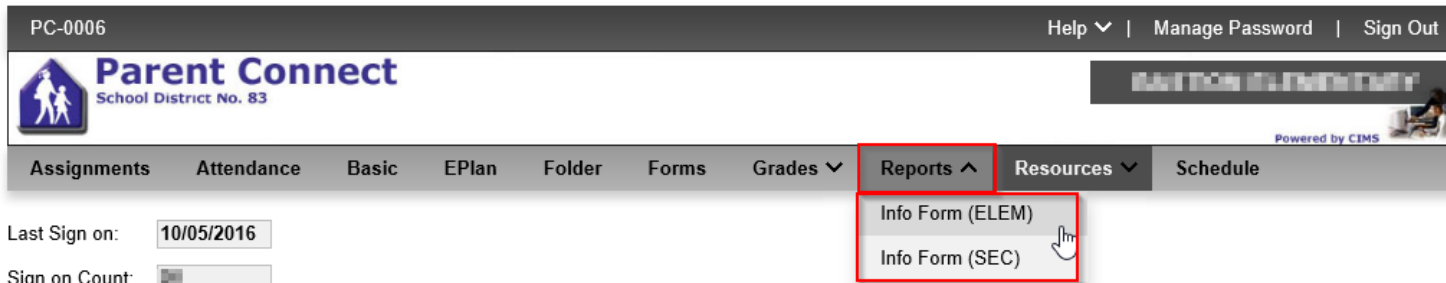
Version - September 30, 2016

Browser must allow popups in order for this product to function fully - [CLICK HERE](#) to find out how to allow popups.

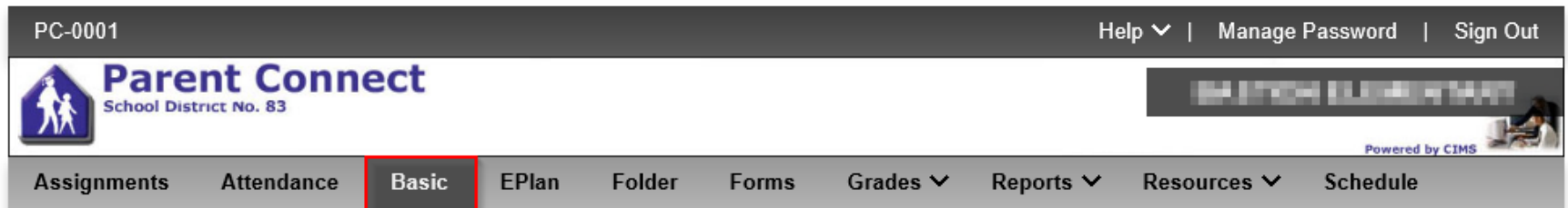
Part 2: Parents Forms

Step 1 - Complete the Verification of Demographic Information

- a) Once you have logged in, click on the 'Reports' tab and select 'Info Form (ELEM)' or 'Info Form (SEC)' as applicable for your child. (Elementary and Middle School children use Info Form (ELEM))



- b) Open the report (.pdf) and carefully review it to determine if any information needs to be updated.
c) Click on 'Basic' button to update information about any of the guardians listed. Click the 'Edit' button to the left of a guardian to update their information. Click on the 'Save' button when done.



- d) When you are finished updating all of the demographic information on the 'Basic' page, click on the 'Forms' tab.
- e) To indicate that you have completed the Verification of Demographic Information process, select your response to the right of the web form called 'Verification Form'.

PC-0015 Help | Manage Password | Sign Out

Parent Connect
School District No. 83

Assignments Attendance Basic EPlan Folder **Forms** Grades Reports Resources Schedule

Last Sign on: 10/05/2016
Sign on Count:

Student: JIMMY DOE Grade:
Class:

Form Description	Document	Category	Due Date	Response	Select Response
Personal Information Consent	Click here to read form	FAMILY	06/24/2017		*No Response*
Outside Media Consent	Click here to read form	FAMILY	06/24/2017		*No Response*
Parent Digital Citizenship Agreement	Click here to read form	FAMILY	06/24/2017		*No Response*
Verification Form Print Reports->Info Form		FAMILY	06/24/2017		*No Response* YES: DEMOGRAPHIC INFO IS CORRECT

Note:

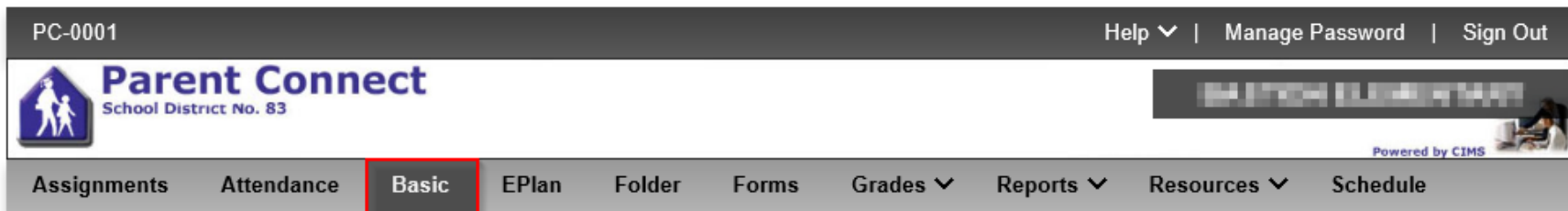
- *At the moment, parents do not have permission to update the main contact information for a student (home address and telephone) however, they may update cell phone numbers, work phone numbers, emergency contacts etc..). To update the main contact info for a student please contact the office.*

Step 2 - Complete the remaining online forms

- a) Click on the attachment to the right of each web form description to download (.pdf) the corresponding form.
- b) Once you have carefully read the form, select your response and click on the SAVE button (VERY IMPORTANT).
- c) Repeat until all web forms have been completed (depending on school could be as many as 6).

Step 3 - Complete the new Canadian Anti-Spam form


Due to Canada's Anti-Spam Legislation you need to provide consent to receive emails from School District 83. Click 'Basic' on the Navigation bar.



Click 'Edit' for the Guardian email address you would like to approve for SD83 email messages.

PC-0001 Help | Manage Password | Sign Out

Parent Connect
School District No. 83 **BASTION ELEMENTARY**

Powered by CIMS 

Assignments Attendance **Basic** EPlan Folder Forms Grades Reports Resources Schedule

Last Sign on: 10/05/2016
Sign on Count:

Student: **JIMMY DOE** Grade:
Class: Student # PEN #

Address (Street, City, Prov, PC)
Mailing Address
Home Phone# Student Cell#
Student EMAIL
Locker

Medical Numbers
Health Details
Health Codes

Total Charges
Total Payments
Bus Route/Time

Homeroom

Edit	Title	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#	Phone#	Call Order	Con sent
<input type="button" value="Edit"/>	Guardian	JANE DOE	MOTHER		janedoe@example.com	123 FORESTGROVE, SALMON ARM BC V3T 8E5	0 -	0 -			No
<input type="button" value="Edit"/>	Guardian	JOHN DOE	FATHER		john DOE@example.com	123 FORESTGROVE, SALMON ARM BC V3T 8E5	(250)555-5555	0 -			No

The detailed demographic info will appear to the right of the guardian list. Select 'Yes' in the Consent to CASL Email and click 'Save'

JOHN DOE

Relation: FATHER

Phone# (250) 5555555 Extn

Work

Phone# (250) 555555 Do not repeat home phone#

Cell

Phone# () Home

Employer

Consent to Commercial Email Yes [What is Commercial email](#)
 No

Email: johndoe@example.com

The consent field will change to Yes confirming that CASL approval has been completed for your email address.

Edit	Title	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#	Phone#	Call Order	Consent
Edit	Guardian	JANE DOE	MOTHER		janedoe@example.com	123 FORESTGROVE, SALMON ARM BC V5T 8E5	0 -	0 -			No
Edit	Guardian	JOHN DOE	FATHER		johndoe@example.com	123 FORESTGROVE, SALMON ARM BC V5T 8E5	(250)555-5555	0 -			Yes