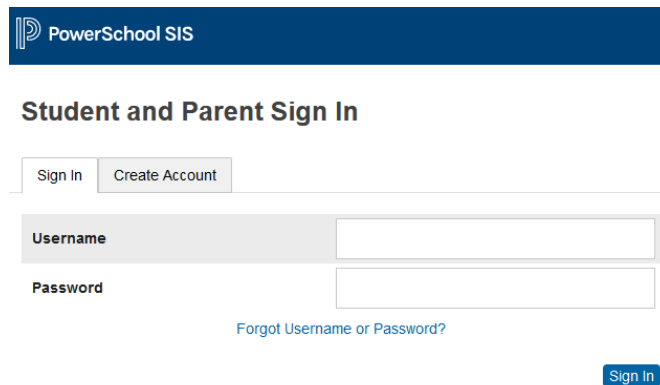


Parent Portal Access - Four County Career Center



Parent Portal- Login

1. Enter the Internet address: <http://www.fourcounty.net/>
 2. Click on the 'Check Your Grades' icon  CHECK YOUR GRADES
- **If you have already created an account from last year**, enter the user name and password you assigned, and click **Sign In**.



PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

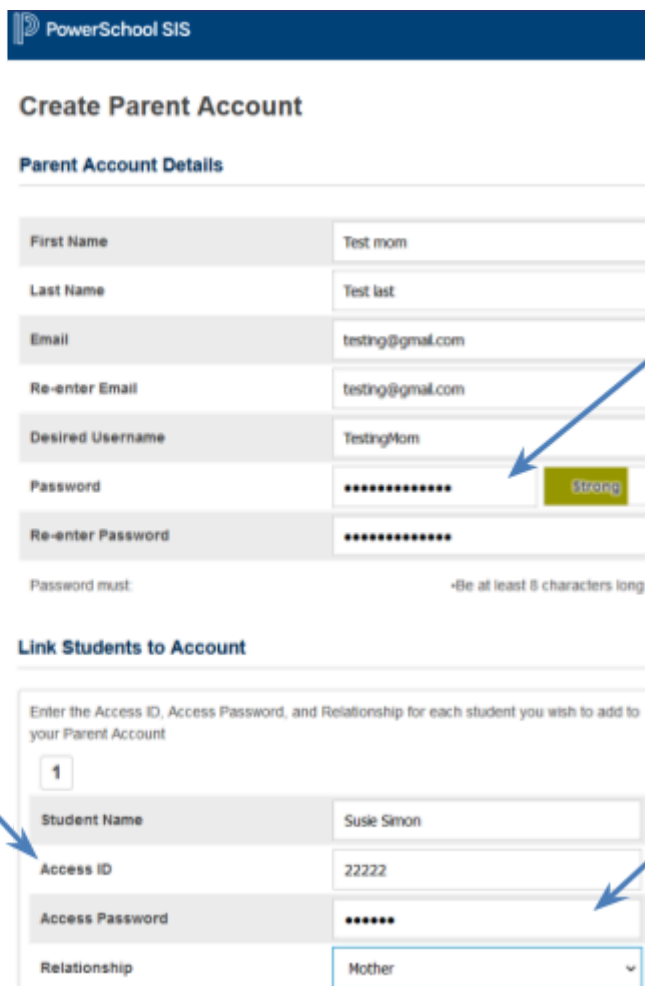
Username

Password

[Forgot Username or Password?](#)

Note: If there is a problem remembering the user name or password, please contact the school directly to ask for assistance: 419-267-3331 (Option 4).

- **To create your initial account access** if you do not have a Four County account, click 'Create Account' and follow steps below to set up a parent account and link your student(s).



PowerSchool SIS

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password Strong

Re-enter Password

Password must -Be at least 8 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship


Create your own username and password. WRITE IT DOWN! You will use this to access your student's grades and attendance for the school year.

Access ID provided on Parent Portal Access Letter.

Access Password provided on Parent Portal Access Letter.

Parent Portal: Email

To modify the information sent to a parent or guardian:

1. In the navigation bar, click **Email Notification**.  Email Notification
2. Select or clear items of information you want in or out of the report sent to the parent or guardian email address.
3. Select the How Often? Dropdown menu, and select the frequency of receiving the reports.
4. Enter the primary Email address in the Email Address field that you wish to send the notifications to. Additional email addresses can be added; separate additional addresses (if more than one) with commas.
5. If you wish to send a report immediately, click **Send Now for Test?**
6. Click **Submit**.

Contact Information

Email Address

Additional Email Addresses
(separate multiple email addresses with commas)

What Information Would You Like to Receive?

Summary of Current Grades and Attendance.

Detail Report Showing Assignment Scores for Each Class.

Detail Report of Attendance.

School Announcements.

Balance Alert (Note: will only be sent when student is low on funds).

Frequency

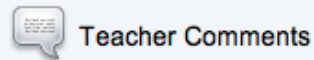
How Often?

Apply These Settings to All Your Students?

Send Now For Test?

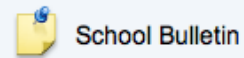
Submit

Parent Portal: Comments



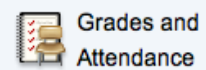
1. In the navigation bar, click **Teacher Comments**.
2. General comments regarding the student are displayed on the Teacher Comments page. To send an email to the teacher, click the teacher's name.
3. Comments are included to the right of the teacher names.
4. To view specific grade comments, click **Grades and Attendance** in the navigation bar.
5. Select a grade, and click the link.
6. Assignments listed on the Class Score Detail page may include a link under the Score column. To see the comment, click the score link.

Parent Portal: School Bulletin



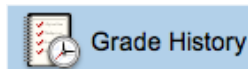
1. On the Parent Portal navigation bar, click **School Bulletin**.
2. The current bulletin is displayed. To view previous bulletins, click the desired date at the bottom of the page.

Parent Portal: Grades and Attendance, Grade History, Attendance



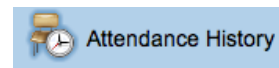
1. In the navigation bar, click **Grades and Attendance**.
2. If the student has dropped classes and you want them included, click **Show Dropped Classes also**.
3. To view additional information about a term grade, click the link associated with that grade.
4. If the teacher has included information about an assignment, the assignment name will become a link. Click the assignment name.
5. The Assignment Description page includes teacher, course, assignment name, and assignment description. If the teacher has linked to an Internet website to provide additional help, click the link to that page.
6. Click on the numbers in either the Absences or Tardies columns to view information on Absences and Tardies during the current term.

To view grade information only:



1. In the navigation bar, click **Grade History**.
2. On the Grade History page, courses are listed per quarter with grade, score, and credit hours information displayed.
3. To access the Class Score Detail page, click the Grade percentage link for the desired class.

To view attendance information only:



1. In the navigation bar, click **Attendance History**.
2. Course names are shown in the left column, and the weekly dates are displayed in the top column headings. Absences, Tardies, and other codes are explained in the Notes section at the bottom of the page.