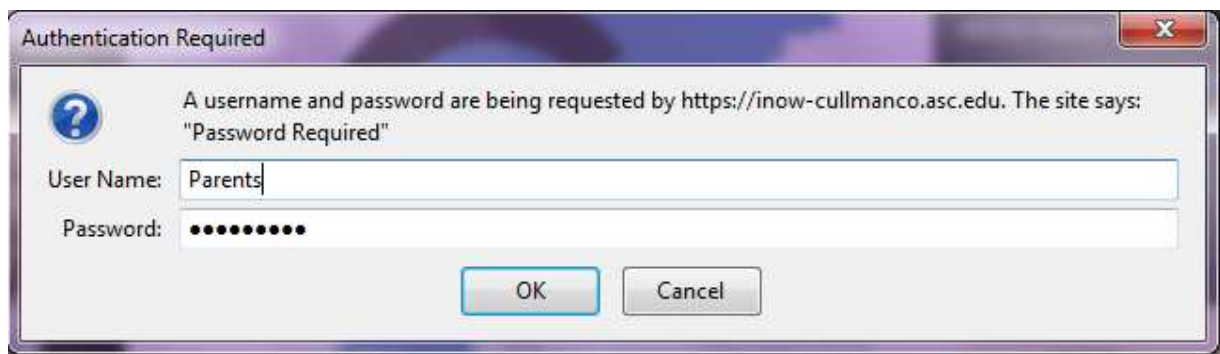# InformationNOW Home Portal Guide   2015

Before you begin:

- Web Browser should be updated to the latest version
- Pop- up blocker must be disabled
- Mozilla Firefox is recommended browser for iNOW and is used for illustration here.
- Have username and temporary password assigned by child's school
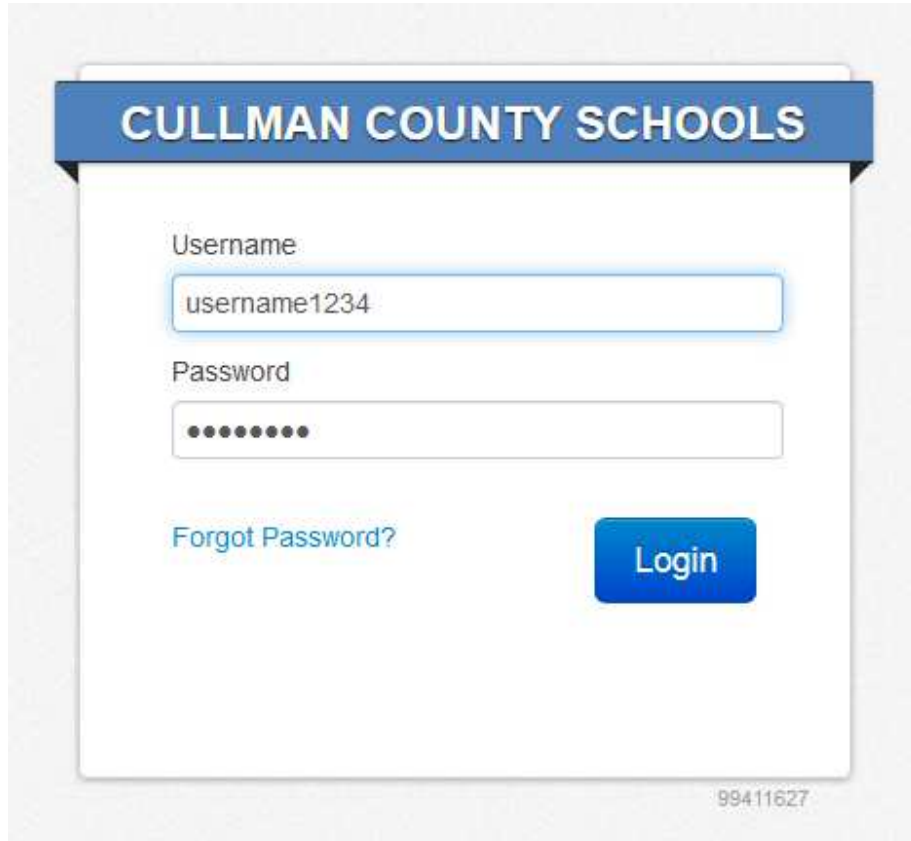   - Contact your student's school if a password, or reset, is required

1. Navigate to www.ccboe.org, hover the cursor on **Public,** then click **INOW Home Portal Sign In.**

2. A small window will open. The password and username for this gateway cannot be temporary, for first time log ins OR after a password reset the username will be **Parents** and password is **INOW@home**
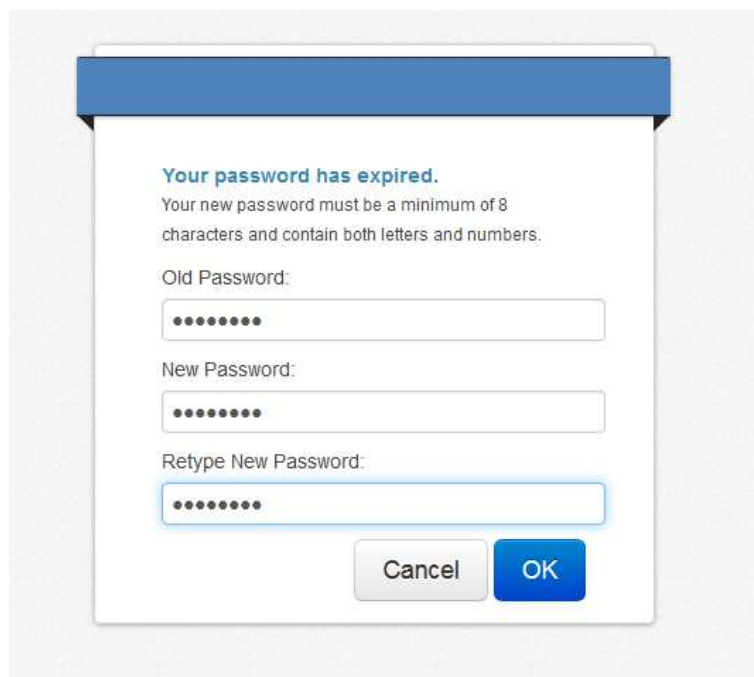
3. The Home Portal landing will open. Here you will type in the assigned username and password received from the student's school. If this is the first time to log in, iNOW will require a password change at this point.

4. iNOW will ask for a new password to replace the temporary assigned from the school:

This is the **Home Page** for your student.

Student

School/Academic Session | 2014-2015

Home
Home Page
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Discipline
Grades

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> Home > Home Page

School Calendar: shows bell schedule assigned to the days in the school year.

*Information*NOW

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Student ▓▓▓▓ ▓▓▓▓ ▓▓▓▓ ▾

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▓▓▓▓, ▓▓▓▓ ▓▓▓▓ > Home > School Calendar

Month
August 2014 ▾   ○ Events ○ Schedule ● Both

<<			January 2015			>>
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
28	29	30	31	1	2	3
4	5	6	7 7:53A-3:01P Everyday	8 7:53A-3:01P Everyday	9 7:53A-3:01P Everyday	10
11	12 7:53A-3:01P Everyday	13 7:53A-3:01P Everyday	14 7:56A-11:55A Everyday	15 7:53A-3:01P Everyday	16 7:53A-3:01P Everyday	17
18	19	20 7:53A-3:01P Everyday	21 7:53A-3:01P Everyday	22 7:53A-3:01P Everyday	23 7:53A-3:01P Everyday	24
25	26 7:53A-3:01P Everyday	27 7:53A-3:01P Everyday	28 7:53A-3:01P Everyday	29 7:53A-3:01P Everyday	30 7:53A-3:01P Everyday	31
1	2	3	4	5	6	7

Attendance: view attendance records for your student. For a closer look, click on the blue date link.

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▓▓▓, ▓▓▓ ▓▓▓ > Student Information > Attendance

View Period Absences   View Check In/Check Out

Term
ALL

Date	Term	Period(s)	Level	Reason	Cat
Fri 12/19/2014	Year	1	All Day	Unexcused Absence	U
Thu 12/18/2014	Year	1	All Day	Unexcused Absence	U
Tue 12/16/2014	Year	1	All Day	Excused - Parent Note	E
Tue 09/02/2014	Year	1	All Day	Excused - Doctor Note	E

Daily Attendance

Date:	**12/19/2014**
Level:	**All Day**
Category:	**Unexcused**
Reason:	**Unexcused Absence**

Period Attendance

Period	Course	Level	Reason	Cat
1	HmRoom▓▓	All Period	Unexcused Absence	U

Discipline: View any disciplines the student may have. Click the blue date link for a closer look.

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History

Date	Infraction	Inf. Cnt	Demerits	Disposition	Disp. Cnt	Date
Wed 10/29/2014	1.11.2 Any Other Violation (SIR)	1	0	SIR7 Corporal Punishment	1	10/29/2014
Tue 10/28/2014	1.11.1 Any Other Violation (Non-SIR)	1	0		0	

Student Information
Student Name: ▓▓▓
Student Number: ▓▓▓
Homeroom: ▓▓▓
Grade Level: ▓▓
Gender: ▓▓

Administration
Incident: ▓▓▓
Location: **On Campus**
Conference:
Admin Date:
Administrator: ▓▓▓

Infraction
Infraction: **1.11.2 Any Other Violation (SIR)**
Demerits: **0**
Remaining: **0**
Severity:
Date/Time: ▓▓▓
Teacher: ▓▓▓
Section:
Period:

Action Taken
Action Taken:
Date:

Disposition
Disposition: **SIR7 Corporal Punishment**
Start: ▓▓▓
End: ▓▓▓

Grades: Click to view student's grades. Grading period may be changed to view other than current grades. Clicking on the A in Activities columns opens a detailed page for grades received *if teacher has entered activities in the plan section of the gradebook*. *

*Not all teachers use the Plan section of the Grade Book in iNOW. You **may not** be able to view individual activities on this screen.

Reports Section: Comprehensive Progress, Report Card, Standards Report Card may be printed from this section. Be aware that iNOW Home Portal uses .pdf format for these reports. It is possible that a file will be downloaded to your computer when viewing these reports.

InformationNOW

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▮▮▮, ▮▮▮ ▮▮▮ > Reports > Comprehensive Progress

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Grading Period

3rd Nine Weeks ▾   [View Report]

System Preferences: Settings: Password change screen located here

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▓▓▓▓ > System Preferences > Settings

Personal

Change Password

- Password

- Retype Password

  - Minimum 8 characters in length
  - Must contain at least one number and one letter
  - Cannot be 'password', 'pass', 'word', 'administrator', or 'admin'
  - Cannot be same as username

Save

EXTRA:

If you are using a parent/ guardian credentials, and have more than one student attached to your iNOW data entry, you may view your students without multiple accounts:

Username must be linked to each student you plan to access to use this feature.