Getting Started in ParentConnect

You can access ParentConnect from our website at royaloakschools.com, or by entering the URL in the address field of your Internet browser. The URL for ParentConnect is http://royaloakschools.com/portal/parentconnect

- Enter your PIN number and Password and click on Logon to continue.
  Note: To login to ParentConnect you must be registered as a user and have a PIN and Password.

- In the Student Field, click on the drop down arrow and select your child's name.

- It is suggested that as you begin your first entry into Parent Connect you create a new password.
  - Click on Account at the top right of the screen (see above screen example)
  - Follow the Account Maintenance instructions.
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- Click on any of the choices on the left hand side to view various areas in ParentConnect.

  Note: Most choices have hotlinks, which allow you different views within the page!

  - **News**: News from the district, building and classroom will appear in this area.
  - **Demographics**: Review this area to verify the address, phone numbers, etc. that the school has on file for your child. If any of this information is incorrect, contact the school with the correct information.
  - **Schedule**: View your child’s schedule and communicate with your child’s teachers. Send an e-mail to your child’s teacher by clicking on the teacher name. **Hint**: If your computer has an e-mail client installed on it such as Outlook Express, it will launch the message. If you use a web-based mail system, such as Yahoo or Hotmail, right click on the teachers name and select copy shortcut and then right click and paste into the “to” field within your mail program.
  - **Attendance**: This area gives you an hourly update of your child’s attendance, based on your child’s schedule for the day. The data is live so you will see updates as soon as teachers and office personnel enter them!
  - **Assignments**: View your child’s assignments by class. View the assignment details to see more information about the assignment. **Hint**: To switch between two weeks of data and the entire semester, click the hotlink at the top!
  - **Requests**: Your child has requested these courses for next year. This area is typically only available for a short time in middle and/or high school when students are selecting courses for the upcoming year.
  - **Marks**: View your child’s report card grades.
  - **Transcripts**: This is available for high school students and information will appear here after the school posts semester grades. It will show all courses and grades for the high school career.
  - **Graduation Requirements**: View the high school graduation requirements and your child’s progress toward those requirements.
  - **Cafeteria**: View purchases and your child’s cafeteria account balances.