

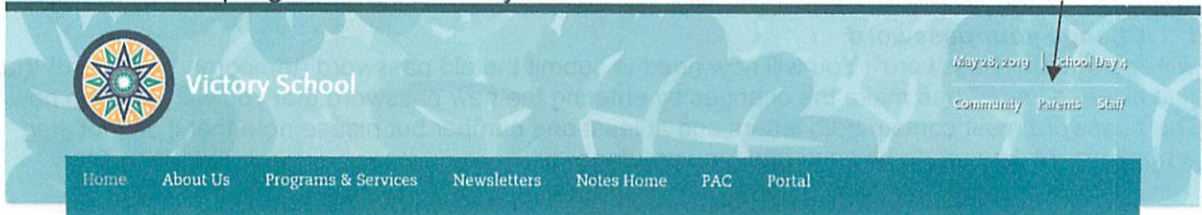


Dear Parents/Guardians,

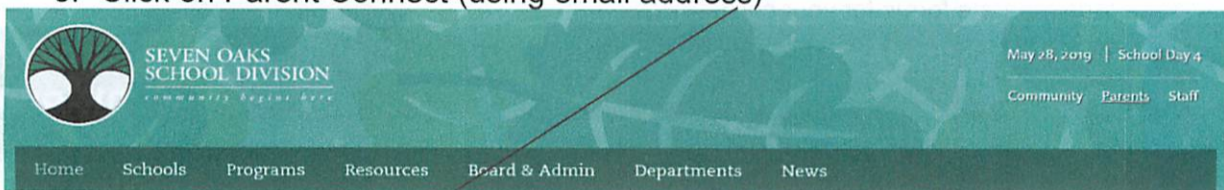
At Victory School, we use **Parent Connect**, which is a password-protected website that allows you access to book your child's orientation meetings, view your child's report card, book your parent-teacher interviews, and sign the yearly paperwork all at the click of a button!

You can watch the video on-line to help you log in, or follow the instructions below.

1. Log on to our website at www.7oaks.org/school/victory
2. On the top right hand corner you will see a **Parents** tab. **Click here.**



3. Click on Parent Connect (using email address)



Parents



For security purposes it is recommended that you change your password from the default provided by the school division. If you have multiple students enrolled in the school division make sure you change the password in each student to keep them together. Forgot my password will email you the passwords for each student. IMPORTANT: If using Internet Explorer, DO NOT save your password, the system will prevent you from signing in. If you have already tried to save your password, go to Settings - Delete Browser History - and delete your passwords.

Email Address

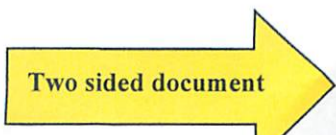
 Password
 * case sensitive

[Forgot My Password](#)
[Retrieve Initial Password](#)

[How to sign in to ParentConnect - Instructions Document](#)

[How to add ParentConnect shortcut to your mobile device - CLICK HERE](#)

4. Sign in. Type in your email address (please be sure to use the one that you have on file with the school)
5. Click on "FORGOT MY PASSWORD".
6. You will then be prompted to re-enter your email address.
7. Click on the blue Email me my current password button. You should receive your password within minutes.
8. Check your email. You will receive the temporary password to log in. Please change this password as soon as possible to something that you will remember. **Passwords must remain confidential.**



If you are having trouble logging in, it may be because:

- Pop-ups are not enabled. Please check your computer settings to make sure you enable pop-ups.
- Your email address you are using is not the address we have on file at the school. If your email address has changed, you will have to contact the school and have it updated.

Once you are logged into Parent Connect, you will:

1. Change your password.
2. Submit your child's student forms electronically.
3. Verify your child's demographic information is correct.

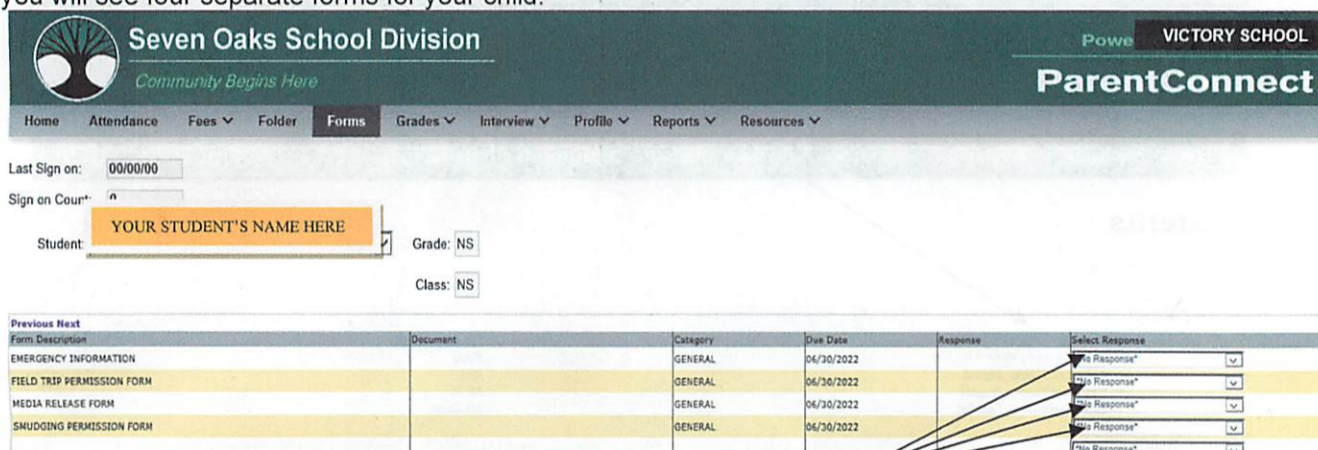
Instructions:

1. Change your password.

You will see the tab "Password" You will now need to submit the old password (temporary password) that was just given to you. Then make the changes by entering the new password that you will use from now on. The password must contain both letters and at least one number but please note that it cannot start with a number. Make sure to hit save after you are done.

2. Submit your child's student forms electronically.

In order to submit your child's student forms electronically, you will click on the green tab "Forms". There you will see four separate forms for your child.



From here, you will click on each form and read it.

Now, you will electronically submit your permission responses. Click the save button after each response.

3. Verify your child's demographic information is correct.

To view child's demographic information, click on the green tab "Basic" (Basic Demographics). Please read over all the information carefully to ensure we have recorded the correct demographics for your child. If a change needs to be made, please contact the office at 586-9716.

Other Parent Connect Tools:

| <u>TAB</u> | <u>FUNCTION</u> |
|------------|---|
| Attendance | Shows an overview of child's absences & lates |
| Bulletin | New information relating to school activities posted here. |
| Calendar | The School Calendar shows all the important activities going on (field trips, etc) and is a great overview for the whole school. |
| Folder | View your child's report card, registration documents, etc. |
| Grades | Shows the current classes taken by your child |
| Interview | Book your child's student orientation and parent teacher interviews here. Please note that this tab will only be loaded with appointments on a special designated day. The dates and times will be emailed to families prior to the schedule opening. |
| SendMsg | Send a message to your child's teacher. These messages will be received by the teacher twice daily; once at 9:00 am, and again at 1:00 pm. |
| Help | Use this tab if you need help with the Parent Connect Product. |
| Logout | Sign out of the account once you are finished. |

