

Parent Command Center Directions for False River Academy Parents

Parents of children attending False River Academy may track their children's progress via the Internet. Using the Parent Command Center, a parent can check a child's attendance, grades, assignments, discipline, transcript, and fees. **Note:** Parents with elementary students will not see lesson plans or discipline information for their child/children as they are not used in the program at this level.

For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. A student information form containing this information will be provided. If there is no match, an account cannot be made. A parent would then contact the office to verify information. Usually it is a simple matter of making a name match (Ex... Parent's first name is "Charles", but the computer system has "Charlie").

Navigating to the Parent Command Center

Open your Internet, go to www.falseriveracademy.org and as shown below, click the "Parent Command Center" tab. On the page that appears, click the link for the Parent Command Center (PCC) website address.

<p>If using Internet Explorer 7.0 or higher a warning message may be seen next. <u>It is safe to ignore the message.</u> Click "Continue to this website (not recommended)".</p>	
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<p>The Parent Command Center login screen will be displayed.</p> <p>If a first time user click "Register a New User" as shown by the red arrow below.</p> <p>If your account has already been created type your "Username" and "Password" and then click "Sign In".</p>	
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Creating a New Account

Enter the requested information as shown below.

- “**First Name**” and “**Last Name**” should be the parent’s first and last name.
- “**PSN**” stands for **Parent Security Number**. It is a five digit number used by the system to verify a parent. You will see the number under your name on the Student Information Form.
- When done, click “**Submit**”.

Parent Communication Center

H1N1

Habitual
Absences

Student
Help

DOE TOPS
Website

New User Registration

Fields shown in RED are required.

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student’s school.

The form is divided into two main sections: "Relationship Information" and "Parent Information".

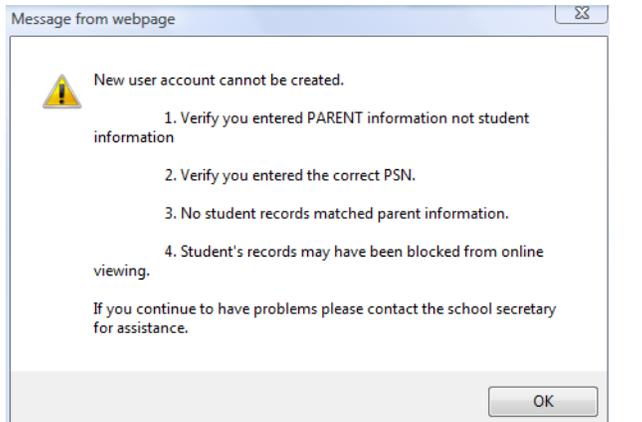
- Relationship Information:** Contains a dropdown menu with "Please Select" selected. The dropdown list shows "Please Select", "Mother", "Father", and "Guardian". A blue arrow points to this section with the text "Pick your relationship to the student."
- Parent Information:** Contains three text input fields: "First Name", "Last Name", and "PSN". All three fields are highlighted in red. Blue arrows point to each field with the following instructions:
 - First Name: "Enter your first name."
 - Last Name: "Enter your last name."
 - PSN: "Enter the 5 digit Parent Security Number (PSN) as shown on the student information form."

At the bottom of the form, there is a "Submit" button and a "Reset" button. A blue arrow points to the "Submit" button with the text "Click 'Submit'."

The system will check to see if the information provided matches with a student. If there is no match, you will see a message like below. The usual problems are related to...

- Names provided don't match names in the system. Example: "Christina" was entered as a parent first name, but the computer system has "Christine". Check the name on the student information form. Is it the same as the one used to create the account?
- The "PSN" field does not match the number in the computer system. Check against the PSN number on the student information form, or with the Secretary to verify.

If you receive a message as shown click "OK". Verify your information and then try again. If this does not work please contact the secretary at school to verify your information against what is contained in the computer system.



If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click “**Submit**” when done.



New User Registration

Please select a username and password to use to access your student's information.

*NOTE: Special characters (- ; / \ * # ') and any spaces will be removed from usernames and passwords.*

Login (6-20 characters)	<input type="text" value="bluengold1"/>	TIP: Write down your login and password and keep in a safe place. The school does not have access to your password!
Password (6-20 characters)	<input type="password" value="••••••"/>	
Re-type Password	<input type="password" value="••••••"/>	These answers will help if your password is forgotten.
Select secret question #1	What is your mother's maiden name? ▾	
Answer to question #1	<input type="text" value="Ortego"/>	
Select secret question #2	What is your favorite color? ▾	
Answer to question #2	<input type="text" value="blue"/>	
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Once you have successfully entered the information a message will indicate your account was created successfully. Be sure you write down the account information entered since it is completely private and cannot be retrieved even by school personnel. Click “**Login**” to access your new account!

New User Registration

Account created successfully!
Please click the login button to return to the main screen.

I Forgot My Password. What Do I Do?

Click the “**Forgot Password**” link, and then provide the answers to the secret questions from when the account was created. Click “**Submit**”. You will then be allowed to create a new password.

LOGIN INFORMATION

Username

Password

▶ Register a New User

▶ **Forgot Password**

Select secret question #1	What is your mother's maiden name? ▾	These answers will help if your password is forgotten.
Answer to question #1	<input type="text" value="Ortego"/>	
Select secret question #2	What is your favorite color? ▾	
Answer to question #2	<input type="text" value="blue"/>	
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Using the Parent Command Center

At the login page enter your “**Username**” (login) and “**Password**”. Click “**Sign In**”.

You will see your child’s name and student number.

Messages from school are displayed on the left.

To add other siblings to this account, click the “**Link Students**” button.

Click the student’s name and you will see a page with tabs as shown on the next page.

Family Members	Student ID#
JOUBERT, CAMILLE	8089996

By clicking each tab you will see more information. For example, under **Attendance** you would see all absences, tardies, check-outs etc. that have occurred so far this school year. Under **Conduct** you would see all conduct grades and comments awarded by teachers.

This information is current and “real time”. As soon as it is entered into the system by a school staff member it is available on the Parent Command Center.

Grades Related Information in the Parent Command Center

There are four tabs that show information about a student's grades. Each is discussed below.

Grades will show the current averages for the student in each class, along with semester and final averages. Think of this as a place to display information found on a report card.

Lessons will show assignment scores for each subject for the current grading period. Think of this as a place to display information found on a progress report. A user can change the time frame of the information displayed by choosing different time span in the "Date Range" drop down selection, then clicking "Submit Request".

Select LessonPlan Subset: Show: Date Range:

[Exit Web](#) [Logout](#) [Terms](#)

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Current Marking Period ▾

- All
- Next Month
- Next Week
- Current Marking Period
- Current Month
- Current Week
- Last Week
- Last Month
- Prior Marking Periods
- First Prior Marking Period

Progress will show all assignment scores for each subject for the entire year. Think of this as a place to check on assignment scores from previous grading periods.

Transcript will show a current transcript for a high school grade level student. If the student is in the elementary grades, grades for the current year will be displayed here.

Other Tabs of Interest

Other will show information about the school, grading periods, as well as school holidays.

Fees will show fees owed to the school as recorded by the School Secretary. Official written notification from school is considered the correct amount owed to the school.