

# How to Login and Navigate the Parent Portal

**After you submit your request to access the Parent Portal you will receive an email with your password *please check your spam or junk mail if you do not see it in your inbox***

Go to the School's homepage: [towschool.org](http://towschool.org)

Scroll down to the bottom right of the home page and under "Quick Links" click on the first link "Parent Portal/School Tool"

**Username:** Your username is your email.

**Password:** Your password will be system generated and you will receive it in your email.

**Once you log in:**

You can change your password:

Go to the Account tab in order to do this

View information about your child:

Under the students tab click on the little purple triangle next to your child's name.

You can navigate the different tabs in order to see what information is available.

**For Elementary students:**

**Progress Reports** are found under the user defined tab. You will see an icon that looks like a piece of paper. Click on that to pull up the Progress Report.

**Report Cards** are found under the grades tab. The drop down next to "view" should say "Marking Period Grades" if it does not select that option. Select the Quarter you would like to see. In the drop down next to "Report to print" select "Common Core Report Card" Click on the printer icon and the report card will open.

**For Secondary students:**

Report Cards and Progress Reports are found under the grades tab

You will need to use the dropdown box to help you find what you are looking for

**PLEASE Contact Loretta Gaffney in the Guidance Office 369-3222 ext 2120 if you have any problems or need any assistance navigating the Parent Portal**