

Landon School Web Site
Parent Portal Quick Start Guide
2010-2011

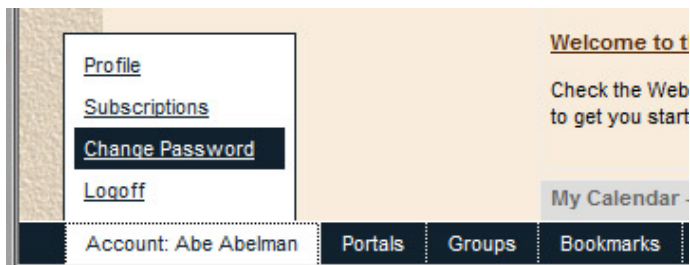
Login to your portal:

- Go to www.landon.net, and click **LOGIN** at the top of the page.
- Logins will be e-mailed to all parents at the beginning of the school year.
- If you do not remember your login, click the “Forget your username/password” link below the login box to have it e-mailed to you.)

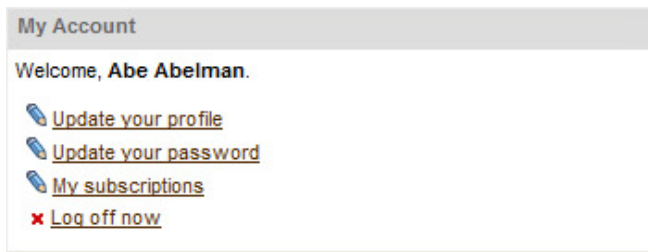
Change your password:

When you login to the portal you may want to change your password. There are two ways to do this:

- Go to the **Account** icon in the bottom left-hand corner and select **Change Password**:



- Or click **Update your password** in the **My Account** section:



When the window opens, enter your current password once and your new password twice and click **Update**. Passwords should be at least five characters and contain numbers as well as letters.

The Parent Portal:

The screenshot shows the Parent Portal interface. On the left is a navigation menu (1) with links for Parent Portal, Parent Calendar, Lower School, Middle School, Upper School, Learning Center, and Technology. The main content area is titled 'Parent Portal' and includes a 'Welcome, Parent.' message with a 'Logoff now' link. Below this are several sections: 'My Account' (2) with links for 'Update your profile', 'Update your password', 'My subscriptions', and 'Log off now'; 'Announcements' (3) with a 'Welcome to the Parent Portal!' message and a link to 'Check the Web Help section for the Quick Start video help to get you started.'; 'My Calendar' (4) with a 'Click grid to expand -->' button and a list of events for Friday, September 4, 2009 (New MS Student and 6th Grade Orientation, New US Student and 9th Grade Orientation) and Monday, September 7, 2009 (Labor Day - Offices Closed). On the right side, there are sections for 'My Classes' (5) with a '+ Add a new element' button and a list of classes; 'Parent Resources' (6) with a list of resources like 'Health Forms (3)', 'Important Forms (4)', and 'Parent Associations (3)'; 'Web Help' (7) with a list of 'Class Pages (1)' and 'Web User Guides (6)'; and 'My Bookmarks' (8) with an 'add' button and the text 'No bookmarks are currently available.'.

1 Navigation Menu

- This is where school division-specific news and info can be found.

2 My Account


- Click here to update your password, contact info, subscribe to alerts, or log off.

3 Announcements


- Important announcements only for all parents will be posted here.

4 My Calendar

- When you first login only School Calendar and Parent Calendar info will be displayed by default.

- Use the Customize Options  button to add event types to your calendar, including school division events and sports team schedules.

- Portal calendars will list 7 days or 10 events.

- View more events or print a calendar by selecting the View Full Calendar  grid.

- When you change calendar settings they will be saved for you until you change them again.

5

My Classes

- Here you will see all classes for which your son is currently registered.
- Click on a link to view the class page.
- Class pages provide students with a class overview and announcements, class events, downloadable resources and media files.
- Events that are entered into class calendars by the teachers will also appear in student and parent portal calendars.

****Please Note:** Not all classes will necessarily have assignments posted in the class calendars. Some teachers may use other class page resources for providing class assignments to their students. Students should not rely solely on class calendars for their assignments.

6

Parent Resources

- Important forms and links to parent-related info.

7

Web Help

- Helpful resources for the web site and class pages.

8

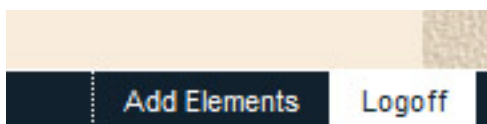
My Bookmarks

- Add any web site URL here, or
- Bookmark any page on the Landon web site you visit.
- They appear under the Bookmarks section in the lower-hand corner after you have logged in:



Log Off:

In the lower right-hand corner, click **Logoff**.



OR in the portal page under **My Account**, click **Log off now**.