

## **SD83 Parent Connect Instructions:**

In an effort to reduce paper and familiarize families with two online services (Parent Connect and Student Connect) offered by our district, we are asking that parents and students complete the following forms online this year.

Forms that can be completed through Parent Connect: <https://parentconnect.sd83.bc.ca>

1. Parent Information Code of Conduct
2. Parent Personal Information Consent
3. Student Daily Health Check Form (NEW for September 2020)
4. Parent Outside Media Consent
5. Parent Network Permission (Parent Wifi permission – student consent required in Student Connect as well)
6. Verification Form (contact information verification)
7. myBlueprint Consent
8. Walking Parent Permission
9. District Cloud Services Consent
10. Canadian Anti-Spam Legislation (CASL) permission form (for each parent/guardian)

## Part 1: Parent Connect Login

Step 1 – Retrieve your Parent Connect password, you can skip to Step 2 if you already have your login password.

Open <https://parentconnect.sd83.bc.ca> in your Web Browser such as Internet Explorer. Click the “Forgot My Password” link.



For additional online help click on the District tab above.

Email Address

Password

\* case sensitive

Sign In

[Forgot My Password](#)

[Retrieve Initial Password](#)

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

Enter your email address and click 'Send password recovery email'

### Forgot My Password

Enter your Email Address:

Send password recovery email

Back

\*\* If you have multiple students, you have to ability to link them. \*\*

To do so, sign in to each student, select 'MANAGE PASSWORD' and make the password the same across all of your students.

You will receive confirmation that your login password has been sent to your email address. **If you receive an error message that your email is invalid please call your child's school office and provide your current email address.**

### Forgot My Password

Enter your Email Address:

Send password recovery email

**Error**  
Invalid email address - Please contact school  
Could not send password recovery email

Check your email to retrieve the password recovery link. Click the link to go to the password recovery web page (you have 30 minutes after the link has been received, if the link expires please request another password recovery link with the instructions above).

From: **NOREPLY** <[noreply@sd83.bc.ca](mailto:noreply@sd83.bc.ca)>  
Date: Thu, Jan 23, 2020 at 10:00 AM  
Subject: ParentConnect - Recover password  
To: <[noreply@sd83.bc.ca](mailto:noreply@sd83.bc.ca)>

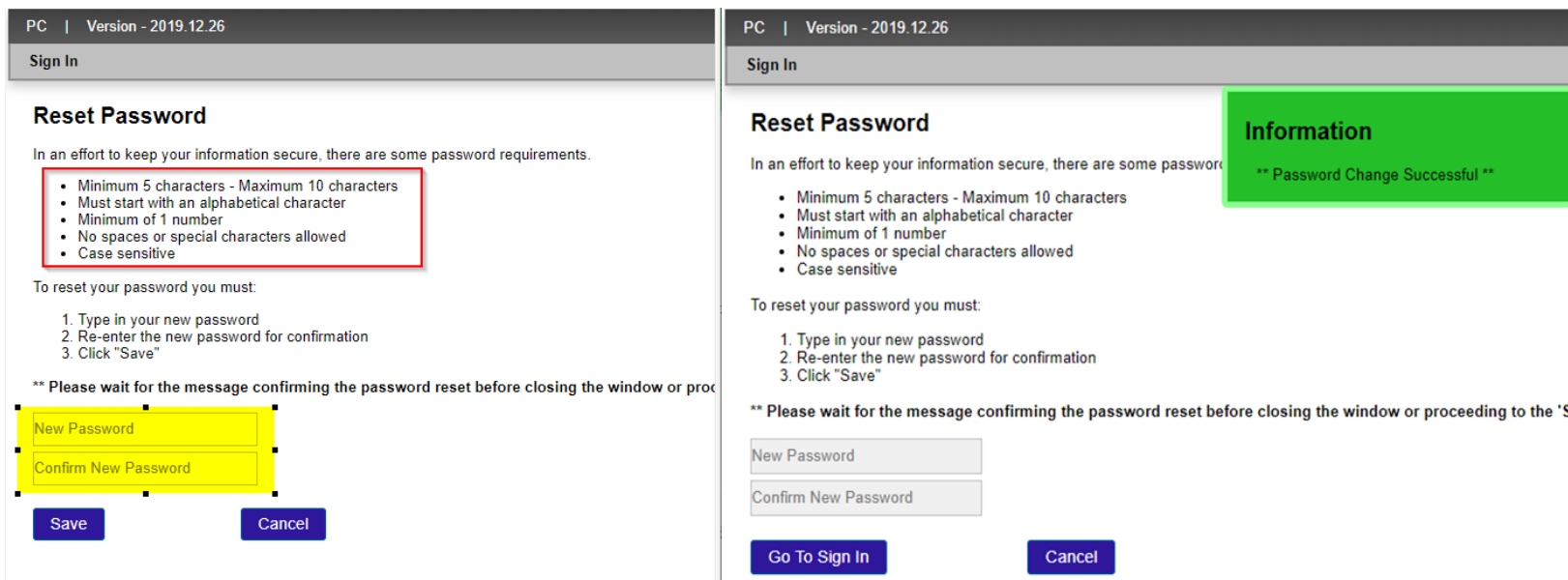
Your ParentConnect password recovery link:

<https://cimsweb.sd83.bc.ca/schoolconnect/ParentRPassword.aspx>

This link will expire in 30 minutes. If you cannot click on the link, please copy and paste it in to your browser URL bar.

School Email - Please contact school/sender for further information  
School District No. 83 (North Okanagan-Shuswap)


The Reset Password page will load from the link. Following the password requirements enter your new password into to the password boxes and click Save. If your password is saved successfully you will see a Green confirmation box. You can then click on “Go To Sign in” to sign into Parent Connect with your new password.




## Step 2 - Log into Parent Connect

Open <https://parentconnect.sd83.bc.ca> in your Web Browser such as Internet Explorer. Enter your email address and password and click 'Sign In'

PC-0000 | Version - 08.27.2018

 **SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)**  
*Students First*

Powered by CIMS   
**ParentConnect**

PopUps   District   Help

For additional online help click on the District tab above.

Email Address

Password

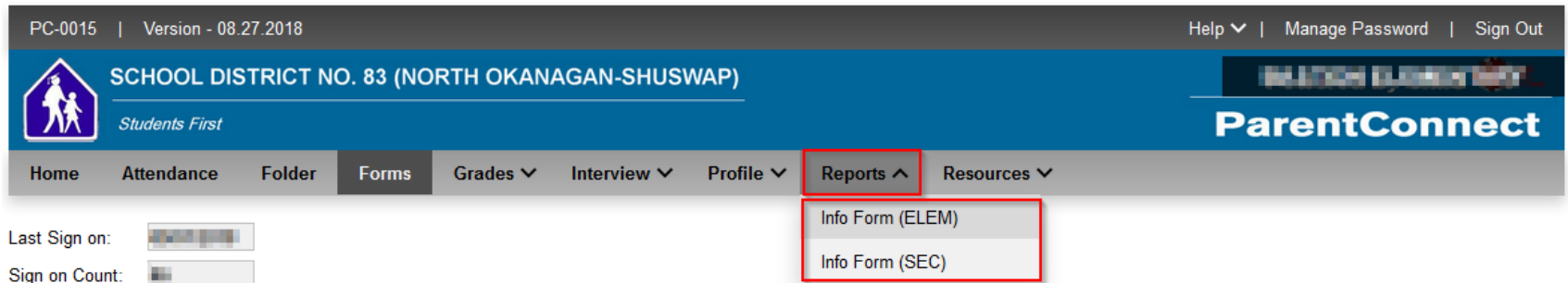
\* case sensitive

[Forgot My Password](#)

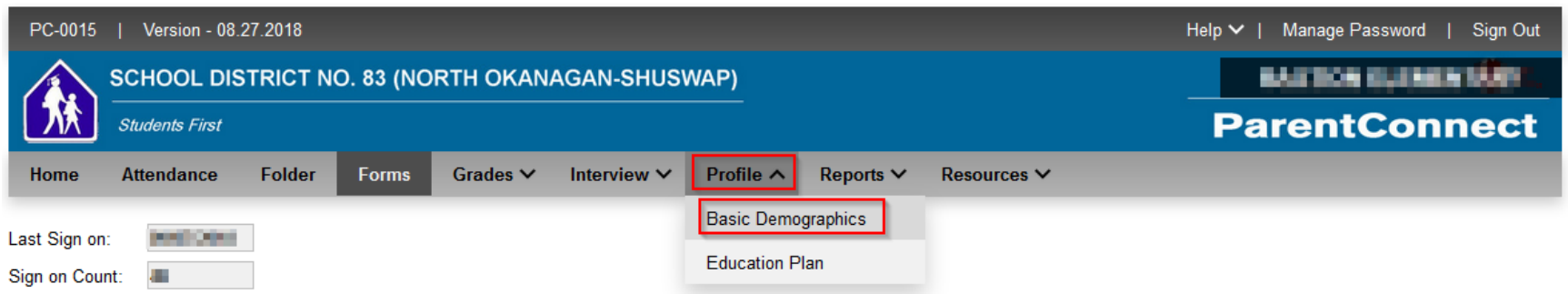
## Part 2: Parents Forms

### Step 1 - Complete the Verification of Demographic Information

- a) Once you have logged in, click on the 'Reports' tab and select 'Info Form (ELEM)' or 'Info Form (SEC)' as applicable for your child. (Elementary and Middle School children use Info Form (ELEM))



- b) Open the report (.pdf) and carefully review it to determine if any information needs to be updated.
- c) Click on the 'Profile' tab and select 'Basic Demographics' to update information about any of the guardians listed. Click the 'Edit' button to the left of a guardian to update their information. Click on the 'Save' button when done.





- d) When you are finished updating all of the demographic information on the 'Basic Demographics' page, click on the 'Forms' tab.
- e) To indicate that you have completed the Verification of Demographic Information process, select your response to the right of the web form called 'Verification Form'.

The screenshot shows the ParentConnect interface for School District No. 83. The 'Forms' tab is selected in the navigation menu. Below the navigation, there are fields for 'Last Sign on' (10/05/2016) and 'Sign on Count'. The 'Student' field is set to 'JIMMY DOE' and the 'Grade' field is empty. A 'Save' button is visible. Below these fields is a table of forms to be completed.

Form Description	Document	Category	Due Date	Response	Select Response
Personal Information Consent	<a href="#">Click here to read form</a>	FAMILY	06/24/2017		*No Response*
Outside Media Consent	<a href="#">Click here to read form</a>	FAMILY	06/24/2017		*No Response*
Parent Digital Citizenship Agreement	<a href="#">Click here to read form</a>	FAMILY	06/24/2017		*No Response*
Verification Form Print Reports->Info Form		FAMILY	06/24/2017		*No Response* <b>YES: DEMOGRAPHIC INFO IS CORRECT</b>

Note:

- *At the moment, parents do not have permission to update the main contact information for a student (home address and telephone) however, they may update cell phone numbers, work phone numbers, emergency contacts etc..). To update the main contact info for a student please contact the office.*

## Step 2 - Complete the remaining online forms

- a) Click on the attachment to the right of each web form description to download (.pdf) the corresponding form.
- b) Once you have carefully read the form, select your response and click on the SAVE button (VERY IMPORTANT).
- c) Repeat until all web forms have been completed (depending on school could be as many as 6).

## Step 3 - Complete the new Canadian Anti-Spam form

Due to Canada's Anti-Spam Legislation you need to provide consent to receive emails from School District 83. Click the 'Profile' tab on the Navigation bar and select 'Basic Demographics'



Click 'Edit' for the Guardian email address you would like to approve for SD83 email messages.

PC-0001 | Version - 08.27.2018 Help | Manage Password | Sign Out

**SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)**  
*Students First* **ParentConnect**

**Home Attendance Folder Forms Grades Interview Profile Reports Resources**

Last Sign on: 10/05/2016  
 Sign on Count:

Student: **JIMMY DOE** Grade:   
 Class:  Student #  PEN #

Address (Street, City, Prov, PC)   
 Mailing Address   
 Home Phone#  Student Cell#   
 Student EMAIL   
 Locker

Medical Numbers   
 Health Details   
 Health Codes

Total Charges   
 Total Payments   
 Bus Route/Time

Emergency/Out of Prov/Other Contacts

Edit	Title	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#	Phone#	Call Order	Consent
<input type="button" value="Edit"/>	Guardian	JANE DOE	MOTHER		janedoe@example.com	123 FORESTGROVE, SALMON ARM BC V3T 8E5	0 -	0 -			No
<input type="button" value="Edit"/>	Guardian	JOHN DOE	FATHER		john DOE@example.com	123 FORESTGROVE, SALMON ARM BC V3T 8E5	(250)555-5555	0 -			No

The detailed demographic info will appear to the right of the guardian list. Select 'Yes' in the Consent to CASL Email and click 'Save'

Save Cancel

JOHN DOE

Relation: FATHER

Phone# ( 250 ) 5555555 Extn

Work

Phone# ( 250 ) 555555 **Do not repeat home phone#**

Cell

Phone# ( ) Home

Employer

Consent to Commercial Email **Yes** [What is Commercial email](#)

No

Email johndoe@example.com

The consent field will change to Yes confirming that CASL approval has been completed for your email address.

Edit	Title	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#	Phone#	Call Order	Consent
Edit	Guardian	JANE DOE	MOTHER		janedoe@example.com	123 FORESTGROVE, SALMON ARM BC V5T 8E5	0 -	0 -			No
Edit	Guardian	JOHN DOE	FATHER		johndoe@example.com	123 FORESTGROVE, SALMON ARM BC V5T 8E5	(250)555-5555	0 -			Yes