Create a Parent Account in SIS2000+
(Summit Academy Gradebook)
https://summit.usoe-dcs.org

1. From the SIS Gradebook Login Page
2. Click "request a username"

This is a secure system. Please login to continue:

Username: [   ]
Password: [   ]

[Login>>]

Contacts with web access may request a username.

3. Enter both the Student ID and Birth date of one of your students
4. Click "Lookup Student"

-----Select a Student ----------------------------
Please enter your student's information.
Student ID:

80027

Date of Birth:

| 02 | 02 | 1963 |

[Lookup Student>>]

5. Check box to certify your authorization
6. Select the Contact for which you are creating the account
7. Choose a username
   Username must be unique
8. Choose a Password, Type it again to confirm it.
   Password must be at least 8 characters long, and contain at least 1 letter, and at least 1 number.
9. Click "Create Account"
10. Confirm you have selected the correct student

-----Choose Contact ---------------------------
Please select yourself from the list below. If you are not listed, please contact your student's school for further assistance.
☐ Fred Flintstone
☐ Wilma Flintstone

-----Choose Contact ---------------------------
Your password protects your account. Please take steps to keep it safe and try not to select

Username of your Choice
****

Username:
Password: ********
Confirm Password:

[Create Account>>]

-----Confirm Student ---------------------------
You have selected: Pebbles Flintstone (02 Feb 1963)
☐ I certify that I have authorization to access this student's school records.

11. Now log in using the Username And Password you just created.

This is a secure system. Please login to continue:

Username: [   ]
Password: [   ]

[Login>>]

Contacts with web access may request a username.

Get Your Student's School Information via Email!

You can now get your Student's Summary information emailed to you daily or weekly. The email message may include Lunch Balances, Assignment Information, Grades, and/or Attendance information like in this sample:

```
Student Name [12345]
School Name      (Term 4)
=========================
Lunch Balance as of 7/12/2011 11:06:25 AM is $2.20

Period 1 - DGM 1110 (Krische, Rafeal)
Academic Grade : A- / Citizenship: S
Assignments: 4 Missed / 0 Upcoming / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Absent

Period 2 - English 1010 (Wubker, Glennon)
(No Academic  Grade) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcom ing / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 A bsent
==============================
Login to  view Student Summary:
http://sistrunk.usoe-dcs.org:8088/Studen tUtilities.aspx/StudentSummary/
```

1. Login into the Student Information System and click the Student Summary link.
2. Click the "Subscribe Now" link on the Student Summary Page.
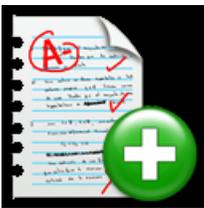
 Subscribe Now

3. Choose the Daily or Weekly delivery cycle.

4. Click the checkbox to receive this student's summary via email.
5. Click the "Update Subscription ›› " button.

You will begin getting emails the next day or the next Saturday if you choose weekly.

You need to subscribe to each student. You will get a separate email for each student you subscribe to.

To unsubscribe go back into your Student Summary area, click the Subscribe Now link and uncheck the checkbox next to "Receive". You will not get any additional emails.