SIGNING ON & GETTING STARTED: FOR PARENTS

STAGE ONE: Logging In

1. **TWO EASY PATHS** to the login screen:
   a. via the top right drop-down at episcopalhighschool.org, or
   b. go to http://episcopalhighschool.org/app.

2. The picture below is what you should see:

   ![Login Screen]

   - **Your Username:** The email address you have on record with EHS (the one to which we send “From the Hill” and other school communications)
   - **Your TEMPORARY Password:** maroon
     You will be asked to designate your own password to your account once in. Your “current” password on the top line will again be maroon.

   If this process does not work, contact techsupport@episcopalhighschool.org.
STAGE TWO: The Parent Portal

This is the first thing you will see once you have logged in:

This is the Resource Boards section. Almost all of the links and downloads available in the previous “parent portal” are here, but we will be working with key people, and relying on input from all of you, to continue improving this section for parents!

Some of these “boards” are links to external sites. Some are very simple, stripped down pages with information. The idea is for the pages to load faster with minimal bells and whistles. Less data drain on devices, etc.

For additional help, tips, steps, for using the Calendar, the Directories, and other areas, click the TUTORIALS button.

You navigate through the portal with two specific levels of menu options:
In the red bar, you will see any notes or messages you have, can edit your profile information, and can navigate to other permitted portal areas (if you’re also a parent or alumnus).

The middle bar will be your primary portal menu, offering you access to:

- **Your child’s/children’s** courses, schedule, advisor, and other school information. The information available in this section will expand and evolve in the coming year.
- **Resources**: This section expands on the prior “Faculty Portal” collection of links and files
- **News**: Quickly see what has been added to the web site as a news item, an event, photos, videos, etc.
- **Calendar**: View, and eventually personalize, what you see on this page, and you can even personalize an iCal feed that can then be imported to your Google Calendar or other calendar app.
- **Directories**: Comprehensive search and drill-down options for (a) students, (b) parents, (c) Faculty & Staff, and, (d) Alumni *(still in progress)*.

Ultimately, the best way to get familiar and enjoy these features -- and there are a plethora of cool and promising things about this new system -- is to dive in and hop around.

We will continue working hard to expand and improve how these areas work, especially the Resources section, and we welcome your input and suggestions! Please email me at btf@episcopalhighschool.org with any concerns or ideas you might have.