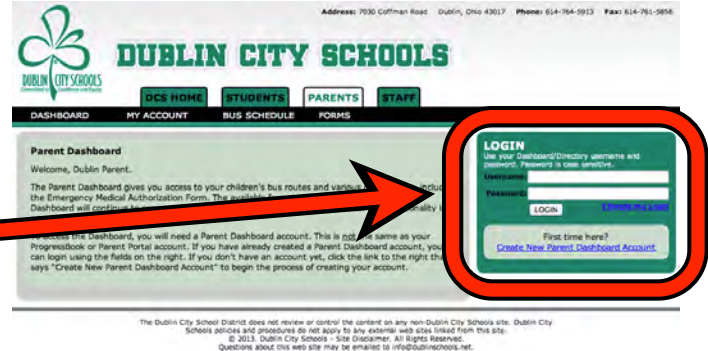
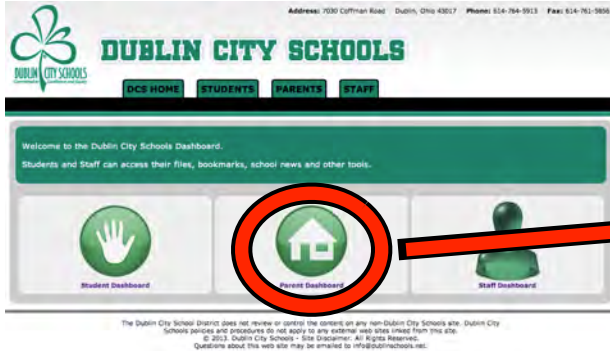




# USING THE PARENT DASHBOARD

## -- LOGGING IN --

<http://dashboard.dublinschools.net>

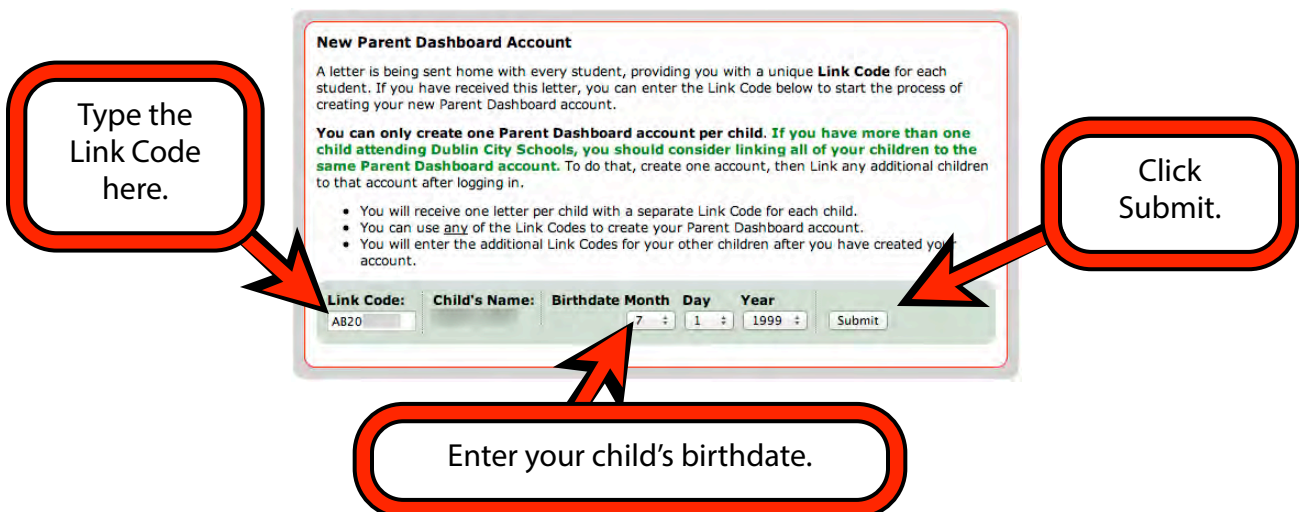


## -- CREATE A NEW PARENT DASHBOARD ACCOUNT --

Before you can log in for the first time, you will need to create a new Parent Dashboard Account.



You will receive a letter for each of your kids with a **Link Code** which can be used to create your account.





## USING THE PARENT DASHBOARD

(CREATE A NEW PARENT DASHBOARD ACCOUNT continued...)

You can pick your own username and password.  
It is not linked to any other Dublin City School accounts.

Complete all of these fields.  
Only one phone number is required.

Click this button to create your Parent Dashboard Account.

**Complete all fields to create your New Parent Dashboard Account.**

**Parent Dashboard Login**  
Select your own username and password.

**Username:**  • 6 characters minimum.  
• May contain letters, numbers and symbols.  
• May NOT contain spaces or double quotes.

**Password:**  • 8 characters minimum.  
• May contain letters, numbers, and symbols.  
• May NOT contain spaces or double quotes.  
• Must contain at least 1 uppercase letter, 1 lower case letter, and 1 number.

**Password(again):**  Enter the same password a second time.

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**Parent/Guardian Contact Information**  
Enter YOUR contact information.  
You can add additional parents/guardians after your account has been created.

**First Name:**  **Last Name:**

**Relation to Child:**

**Email Address:**  Your email address will be used to send you your login information if you ever forget it.

**Email Address (again):**  Enter the same email address a second time.

**Cell Phone:**  **Home Phone:**  **Work Phone:**  At least ONE phone number is required. ###-###-####

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**Linked Student**

**Link Code:**  **Child's Name:**  You can link additional children after your account has been created.

### -- LINKING MULTIPLE STUDENTS TO ONE PARENT DASHBOARD ACCOUNT --

The first time you login, you will be taken to the **MY ACCOUNT** screen.

You can link all of your students to one parent account.  
Enter the Link Code for each additional student here.

**MY ACCOUNT**

Please take a moment to add additional Parent/Guardian Contacts and Link additional students to your account.  
Check this box  if you don't have any more students to Link or Parent/Guardian Contacts to add.

Parent Login Information		Students Linked to Account			
Username:	Change Password	Name	Grade	School	Action
Username:	<input type="password"/>				
Change Password	<input type="button" value="Change Password"/>				

**Link Code:**  (Enter a Link Code on the left to link another student to your account.)



# USING THE PARENT DASHBOARD

## -- NAVIGATION --

Use these links and buttons to navigate.

Access FORMS here.

The screenshot shows the Dublin City Schools Parent Dashboard. At the top, there are navigation tabs: DCS HOME, STUDENTS, PARENTS, and STAFF. Below these are sub-tabs: DASHBOARD, MY ACCOUNT, BUS SCHEDULE, and FORMS. The main content area includes a 'Parent Dashboard' header, a 'DISTRICT NEWS FEEDS' section with a link to 'District news: News Articles [368]', and three large icons for 'MY ACCOUNT', 'BUS SCHEDULE', and 'FORMS'. Red callout boxes with arrows point to the 'FORMS' sub-tab and the 'FORMS' icon.

## -- MY ACCOUNT --

Change your password.

Request updates to your contact information in our Student Information System.

Link or Unlink students to your account.

Add or Edit your Dashboard Parent/Guardian Contact Information.

The screenshot shows the 'MY ACCOUNT' page. It has sections for 'Parent Login Information' (with fields for Username and Password and a 'Change Password' button), 'Students Linked to Account' (a table with columns for Name, Grade, School, and Action), 'Dashboard Parent/Guardian Contact Information' (a table with columns for Relation, Last Name, First Name, Cell Phone, Home Phone, Work Phone, Email Address, and Action), and 'DASL Parent/Guardian Contact Information' (a table with columns for Listed for Student, Parent Type, Parent/Guardian Name, Address, Cell Phone, Home Phone, Work Phone, and Email). Red callout boxes with arrows point to the 'Change Password' button, the 'UNLINK STUDENT' buttons, and the 'ADD PARENT/GUARDIAN' button.

## -- FORMS --

All students automatically have an Emergency Medical Authorization Form.

Click to show/hide additional forms.

View, Update, Edit and Delete existing forms.

Add New forms to a student.

The screenshot shows the 'STUDENT FORMS' page. It displays a table of forms for a specific student, with columns for Form, Status-Date, Due / Expires, and Action. The forms listed include 'Emergency Medical Authorization Form: 2012-2013' (Complete), 'City of Dublin Recreation Services Health Care Form: 2012-2013' (Incomplete), and 'Athletics Emergency Medical Authorization: 2012-2013' (Incomplete). Below this, there is a section for 'Available Forms' with a 'click to show/hide' link. Red callout boxes with arrows point to the 'Emergency Medical Authorization Form' row, the 'click to show/hide' link, the 'VIEW', 'UPDATE', 'EDIT', and 'DELETE' buttons, and the 'Add Form' buttons.