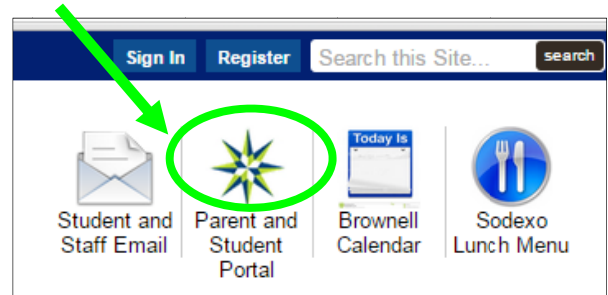


Parent Guide to Mistar ParentPortal

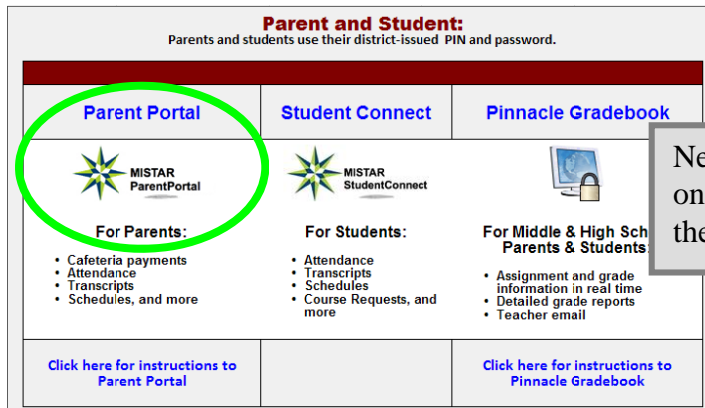
Using your **Parent PIN and password**, you can access daily attendance, final marking period grades, transcripts, schedules, graduation requirements, and more, and you can make cafeteria payments and monitor lunch purchases. These features are available for all your students from this single login.

Signing In

1. From our district or school websites, click on the “Parent and Student Portal” logo in the upper right.

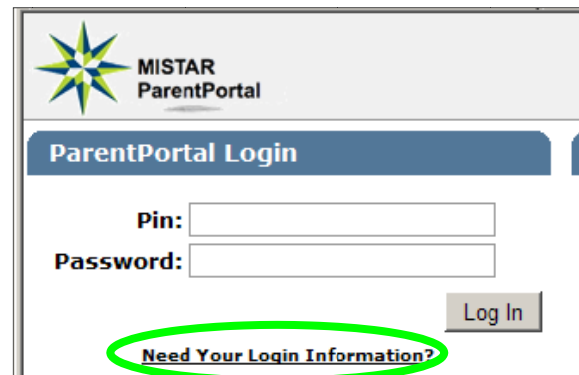


2.



Next, to open the login screen, click on the ParentPortal title or click on the logo beneath it.

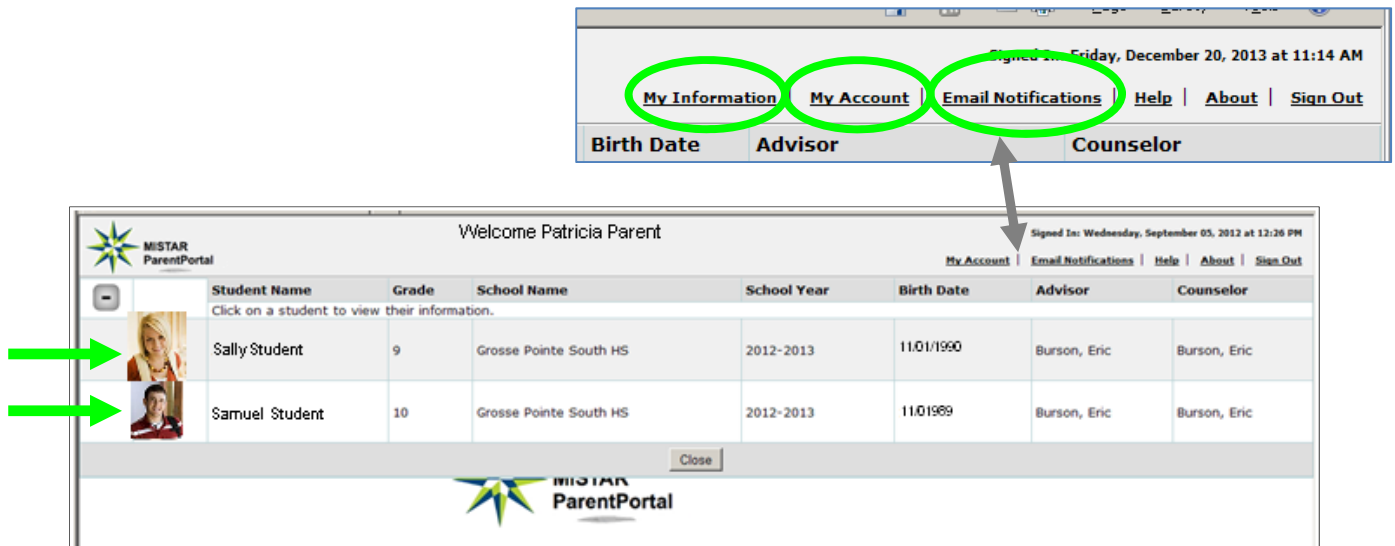
3. Enter your **parent PIN** in the *Pin* field.
Enter your district-assigned **parent password** in the *Password* field.
Click Log in



PINs and passwords are emailed to new parents shortly after enrollment.

If you forgot your PIN and password, you can request to have these emailed to you by clicking on the “Need Your Login Information?” link and entering the email address you have registered with the district. If you do not have an email address registered with the district, you can also request your PIN and password by sending an email to parentconnect@gpschools.org.

ParentPortal Welcome Page



You'll immediately see the Welcome Page with pictures and basic information for all your students.

- To change your personal contact and emergency contact information, such as phone numbers and email address, click on **My Information** in the upper right. **This feature is not available on tablets and smartphones.**
- To change your password, click on **My Account**.
- Click **Email Notifications** to sign up for emailed attendance, cafeteria balance, and report card reports.
- To see detailed information about your student, click anywhere on a student's information line or picture.

Email Notifications

Grosse Pointe Public Schools
ParentConnection Email Notifications

Account Name: Patricia Parent
PIN: 12345678

Email notifications will be sent for each student and area selected below.
Note: "NA" indicates that item is not available at that location.

Student	Attendance	Report Card	Cafeteria Balance
Sally Student (Grade 10, Grosse Pointe South)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

After clicking on **Email Notifications** on the Welcome page, place check marks in the boxes of any reports you wish to receive. Available options are **Attendance**, **Report Card**, and **Cafeteria Balance**

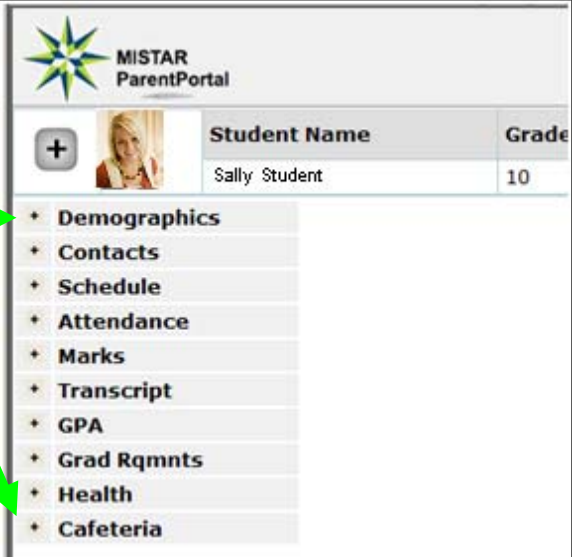
Reports are sent to the email address registered in our Mistar student information system for the parent whose PIN and password were used to log into ParentPortal.

Detailed Student Information

After clicking on a student from the Welcome Page, you'll have access to more detailed information about the student.

Click on any of the titles on the left of your screen to see that specific student information.

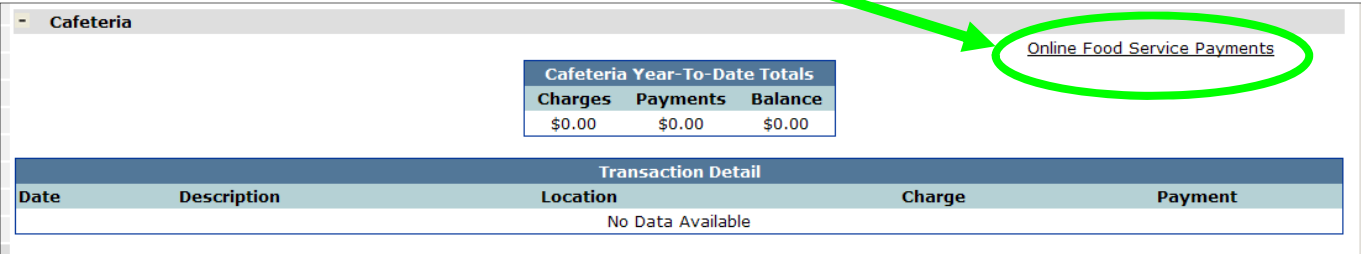
To make online cafeteria payments, or to view lunch purchases, click on **Cafeteria**.



The screenshot shows the MISTAR ParentPortal interface. At the top left is the MISTAR logo and the text "MISTAR ParentPortal". Below this is a student profile card for "Sally Student" in Grade 10. To the right of the profile card is a navigation menu with the following items: Demographics, Contacts, Schedule, Attendance, Marks, Transcript, GPA, Grad Rqmnts, Health, and Cafeteria. Three green arrows point from the text in the previous block to the "Cafeteria" link, the "Demographics" link, and the "Attendance" link.

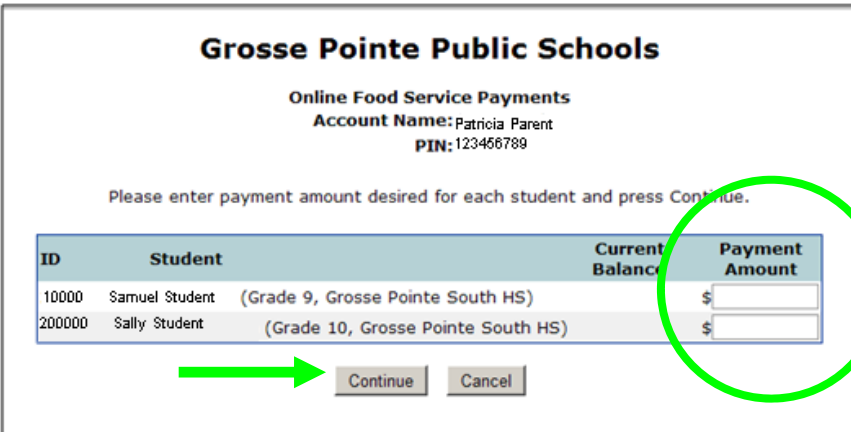
Cafeteria payments

After selecting a student and then clicking on **Cafeteria**, you'll see a screen with year-to-date totals of lunch charges, payments, and account balances as well as a history of lunch purchases. To make an online payment, click on the **Online Food Service Payments** link.



The screenshot shows the "Cafeteria" page. At the top right, there is a link for "Online Food Service Payments" which is circled in green. Below this is a table titled "Cafeteria Year-To-Date Totals" with columns for Charges, Payments, and Balance, all showing \$0.00. Below that is a table titled "Transaction Detail" with columns for Date, Description, Location, Charge, and Payment. The table currently shows "No Data Available".

Enter the payment amount you wish to make for each student and then click Continue. Follow all remaining onscreen directions to complete the payment transaction.



The screenshot shows the "Online Food Service Payments" form for Grosse Pointe Public Schools. The account name is Patricia Parent and the PIN is 123456789. The form asks the user to enter the payment amount for each student. There are two rows of student information:

ID	Student	Current Balance	Payment Amount
10000	Samuel Student (Grade 9, Grosse Pointe South HS)	\$	<input type="text"/>
200000	Sally Student (Grade 10, Grosse Pointe South HS)	\$	<input type="text"/>

Below the table are "Continue" and "Cancel" buttons. A green arrow points to the "Continue" button, and a green circle highlights the "Payment Amount" column.

What if I change my mind about which reports I want emailed to me?

Simply click on the Email Notifications link and remove checkmarks from reports you no longer want, or add checkmarks to reports you would now like to receive.

I don't want to receive any reports anymore. How do I make them stop?

Click on the Email Notifications link and remove the checkmarks all from reports.

Can I receive notifications at more than one email address?

Email notifications are only sent to the single email address associated with the Parent PIN and password you used to sign into ParentPortal. Each parent receives their own unique ParentPortal PIN and password, so it is possible for each parent to sign up for their own emailed notifications, but only at one email address each.

Will the attendance office see my message if I reply to one of these attendance notifications?

No, email from Mistar ParentPortal is automatically generated and sent by the Mistar computer. Replies to these emails do not go to the school building, so please make sure to contact the school directly if you have any concerns about attendance emails.