

## MVHS PARENT GUIDE

Your school's SchoolFusion site is located at [www.mountainviewhs.net](http://www.mountainviewhs.net) .

### CREATE A USER ACCOUNT ON YOUR SCHOOL SITE

Please go to the site listed above and click on **Parent registration** on the sidebar of the page. *If you already have an account and just need to add additional students, please go to you're My Family page after you have logged in and click on the Add Your Student link to get the window below.*



You will see a box like the one to the right.

Please enter the Student ID number for each of your children in middle & high school, and their birthday formatted MM/DD/YYYY. Enter a **unique** user name, a password, an email address, your first name, and your last name. If you have more than 4 students in middle and high school, you will need to contact the web site administrator ([hodgecr@staffordschools.net](mailto:hodgecr@staffordschools.net)) to add the additional students to your account.

Registration Form

*Only parents of students enrolled in Mountain View are allowed to register. Please enter your student's ID # below to verify your identity. If you have more than one student enrolled, use the optional fields to specify them. If you have any problems registering, please contact the Mountain View Web Site Administrator directly.*

**Your Student's Information**

Student ID #1:  Birthday:  MM/DD/YYYY

Student ID #2:  Birthday:   
(optional)

Student ID #3:  Birthday:   
(optional)

Student ID #4:  Birthday:   
(optional)

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**Your Information**

User Name:

Password:  3-15 characters, no spaces

Verify Password:

Email Address:

First Name:

Last Name:


Once you click the **Click here to register button**, you will see the following message.

**Registration Successful - Welcome to North Stafford High School!**  
Place your mouse over this text to view a summary of what the site can do for you.

**Attention Parents:** The "My Family" link helps you keep track of your student(s). Their assignments, class websites and more are accessible from this location.

You may then log in on the left side of the home page using your unique user name and password you registered. Please keep this log in information where you can find it in case you forget!

## VIEW ALL CHILDREN'S INFORMATION FROM A SINGLE PAGE

The  [My Family](#) link will give you a single page from which to view all your children's homework, test dates and other events. From here you can also click on a class, club or team and email the teacher or coach. You will also be able to set up email reminders.



### **My Family**

*Please talk to a school administrator to have additional children linked to your account. My Family helps you keep track of your student(s). Their assignments, class websites and more are accessible from here.*

Donald 

 **View Donald's assignments and events**

 **Setup email notifications**

**Honors Earth Science - Block 1**

**English 12**


**PTSO**


**Swimming**


### Donald's Recent Activity

 STUFF THE BUS *Friday, July 18 at 9:16 AM*

 PTSO: PTSO SCHOLARSHIPS AWARDS *Monday, May 19 at 2:00 AM*


 PTSO: 1 file added by an administrator *Wednesday, February 6 at 7:56 PM*

 PTSO: 1 file added by an administrator *Saturday, January 26 at 1:39 PM*

 PTSO: 1 file added by an administrator *Wednesday, January 16 at 10:35 AM*

**More...**

## CREATING CUSTOMIZED REMINDERS

You can also set an email reminder for your children's homework, tests and events by clicking on  [Setup email notifications](#) under each child. An email containing the child's homework due, tests scheduled and other events such as practices, games, club meetings etc. will arrive the day prior to the due date so that you can stay informed.

## UPDATING YOUR EMAIL ADDRESS AND OTHER PERSONAL INFORMATION

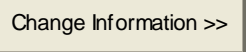
If you need to update your email address, log in and click on  [My Personal Settings](#) under the Welcome Box.

### My Personal Settings

*Change and personalize your account information.*

Personal Info	Change Password	Notifications	My Groups
<i>Please contact Cheri Hodge at <a href="mailto:hodgecr@staffordschools.net">hodgecr@staffordschools.net</a> to update your personal information.</i>			
Username: cndhodge			
First Name: Donald			
Last Name: Hodge			
Status: Parent			
Birth date: <input type="text"/>			
Email Address: <input type="text" value="cndhodge@comcast.net"/>			
<input type="button" value="Change Information &gt;&gt;"/>			

Under the Email Address box, change your email address to the current one. After any changes are made,

please be sure to click the  button to save your changes. You can also change your password here by clicking on the Change Password tab, you can edit your notifications by clicking on the Notifications tab, and you can edit your group membership by clicking on the My Groups tab. If you need to change your username or name, you will need to contact the web administrator.

## I NEED MORE HELP!

If you have further questions please feel free to email the web administrator ([hodgecr@staffordschools.net](mailto:hodgecr@staffordschools.net)) with questions. She will get back to you as soon as possible.