

## 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, you will see a box like the one below.

Be sure to enter a **unique** user name, a password, an email address, your first name, your last name, and check that you are a parent. If you have children in other SCPS schools, you will need to complete a registration form with a **UNIQUE** user name for each school. This will allow you to receive communications emailed from each school at which you have registered. You may use the same email address on each registration. You receive an error message if you try to use the same user name.

Once you click the **Click here to register button**, log in on the left side using the user name you entered as your log in and password you entered. Please keep this information where you can find it in case you forget!

### Registration Form

Please fill out the form below, all fields are required unless noted.

**User Name:**

**Password:**  3-15 characters, no spaces

**Verify Password:**

**Email Address:**

**First Name:**

**Last Name:**


**Status:**  Student  Parent  Alumni

**Phone #:**  (optional)

**PLEASE DO NOT GO ON TO THE NEXT STEP UNTIL AFTER AUGUST 31<sup>ST</sup>, AS WE WILL NOT HAVE UPDATED OUR STUDENT INFORMATION UNTIL THAT DATE.**

On the left hand side under the mini-calendar, there will be a welcome message.

[Welcome, \(Your name\)](#)

Under the Welcome box on the left, you should see a link that says  [My Family](#). Click on this link and then click on the blue **Add your student** link at the top. Type in the first and middle name in the first name slot, and the last name in the last name slot. If the system is unable to find your child, please contact your school administrator, Cherise Hodge, [hodgecr@staffordschools.net](mailto:hodgecr@staffordschools.net). Repeat this process for all of your children in MVHS. **Please inform your child that you have made this request, and tell him the user name and email address you used to register. Your child will then see a request to accept you as a parent the next time he or she logs in to the school site. He or she should verify that the information matches the information you provided and then click accept.** Once this is done, you will be able to see the information from all classes, teams, and clubs of which your child is a member.

If you have children in other SCPS schools, you can add them to your My Family link on the MVHS web page. Go to the school site for your other child and log in using your MVHS log in information. Click on the My Family link and follow the same directions to add your student. After you have finished adding all of your children through the My Family page you

will be able to see all of your children's class, team, and club information from your My Family page. Clicking on listings for student information from another school will take you to that school's website from the MVHS page. You will not be able to do this until the other schools have set up their new pages and added the student information. Watch for announcements from the schools. Since this district implementation is new, we appreciate your patience while we work out possible kinks in this process!

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

Once you are approved as the parent of your child(ren), 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 (Add your student)**

*My Family helps you keep track of your student(s). Their assignments, class websites and more are accessible from here.*

Darling Lovely Hodge 


*Darling Lovely Hodge has not approved you as his/her parent yet.*


Donald Hodge 

 **View Donald Hodge's assignments and events**


 **Setup email notifications**

 **Integrating Technology with Classroom Instruction that Works**


KIERSTEN HODGE 

 **View KIERSTEN HODGE's assignments and events**

 **Setup email notifications**


 **Chemistry - Block 1**

 **English 11 - Block 4 Semester**


lisa hodge 

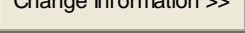
*lisa hodge has not approved you as his/her parent yet.*

## **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 INFORMATION**

If you need to update your email address, log in (username) and click on  [My Personal Settings](#) under the Welcome Box. Under the Email Address box, change your email address to the current one. You may also want to change the

Username here. After any changes are made, please be sure to click the  button to save your changes. You can also change your password here. Again, please keep this information somewhere safe that you will remember in case you forget.

## **I NEED MORE HELP!**

If you have further questions please feel free to email the web administrator with questions. He or she will get back to you as soon as possible.