Henry Viscardi School Parent Portal

USER GUIDE: POWERSCHOOL PARENT PORTAL

The Henry Viscardi School Parent Portal can be accessed by typing the following URL into the address bar of your web browser: https://hvps.nasboces.org/

* IF YOU HAVE ALREADY ENROLLED AND CREATED AN ACCOUNT:

ONLY FOLLOW THIS STEP: Please log in with your username and password. If you have forgotten your credentials, click onto **"Forgot Username or Password"** and a recovery email will be sent to you from PowerSchool. After you are logged in, go to page 4, Navigating the Parent Portal.
CHECK YOUR SPAM FOLDER IF YOU DO NOT RECEIVE THE RECOVERY EMAIL.

* For Parents who need to create a Parent Portal Account:

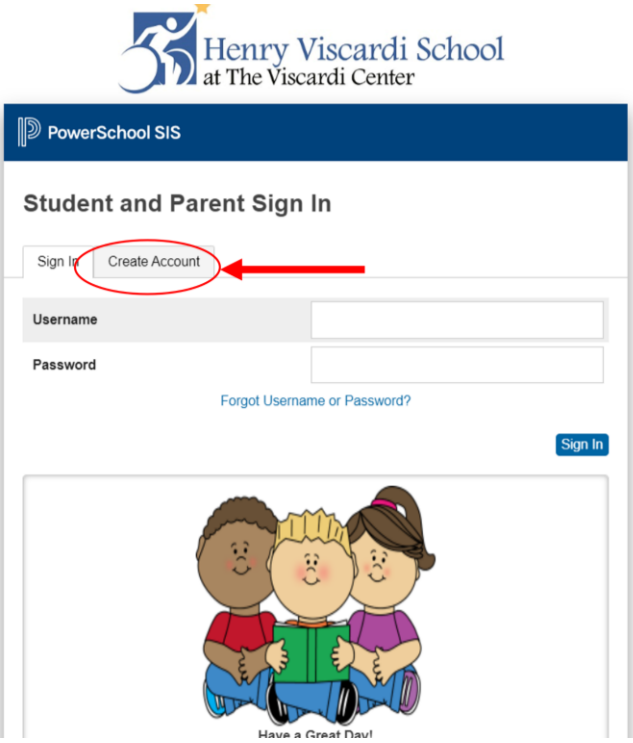
Before you create your account, you must have the following personalized information which has already been provided to you :

- **Login ID:**
- **Access password**

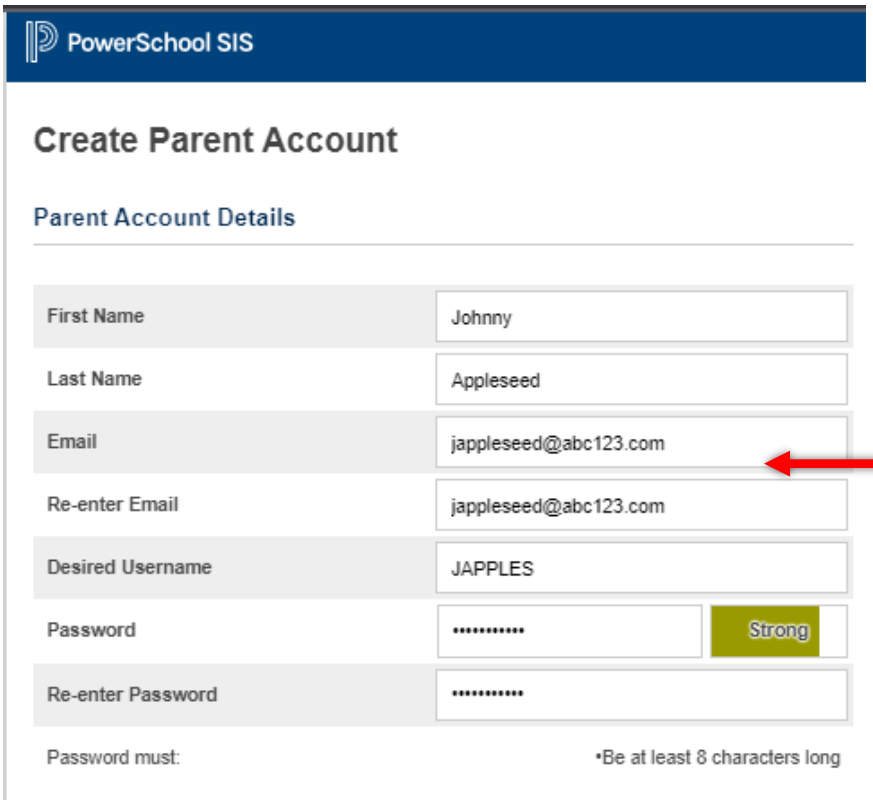
Please contact me immediately if you need a copy of your Parent Portal Letter.
Dina Bellezze- (516) 465-1443 or email me at dlevanti@henryviscardischool.org

Step 1: go to: https://hvps.nasboces.org/

Step 2: Select the "Create Account"

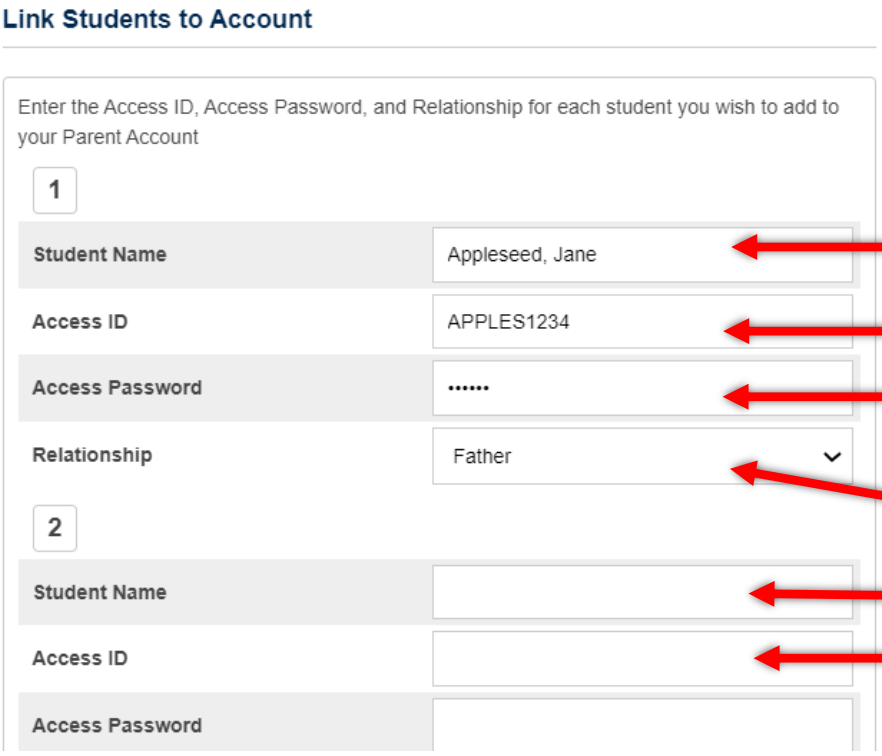


Step 3: Enter <u>YOUR</u> information to create a parent/guardian account:



Parent/Guardian name, email, password.

Step 4: Enter your child's information. Follow steps next to arrows.



Student's last name, first name

Student Access ID and Access Password found on Parent Portal letter

Your relationship to the student

Additional child's Student Access ID and Access Password

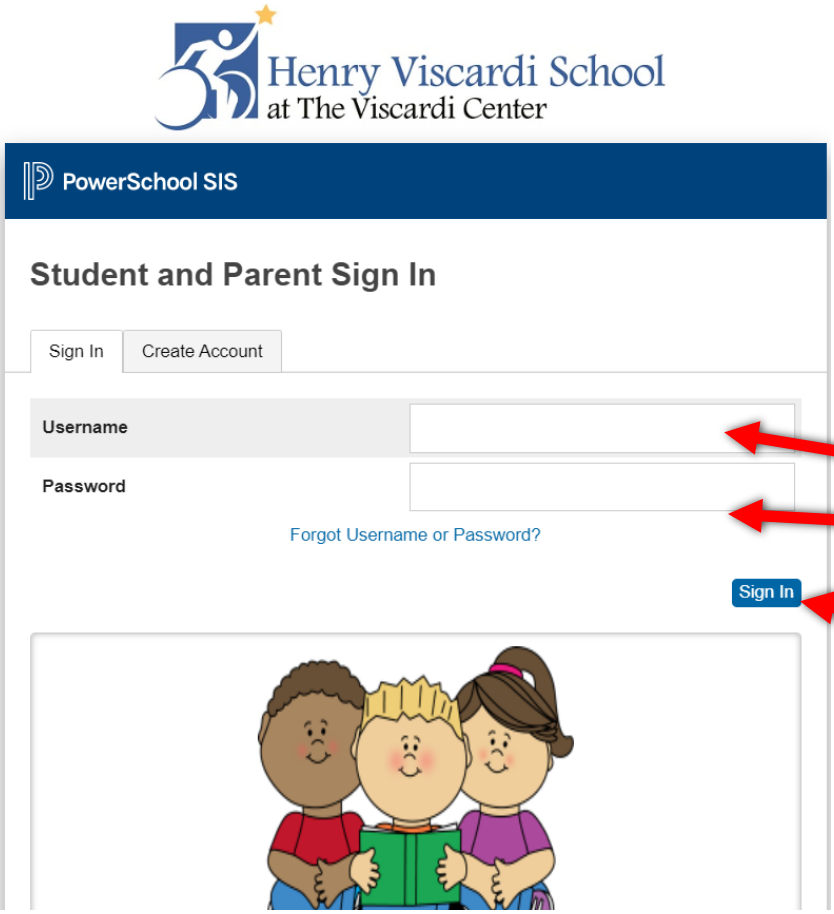
You can repeat step 4 to add up to seven (7) students to a parent/guardian account with the required information fields for each student:

Step 5: Click Enter at the bottom of the page to complete your account setup:

It is important that you keep your Username and Password confidential so that only you can access your child(ren)'s information.

Step 5: Sign into the PowerSchool Parent Portal:

To sign into the PowerSchool Parent Portal, type the following URL in the address bar of your Web browser:
https://hvps.nasboces.org/



Sign in using your new username and password.

Click “Sign in”

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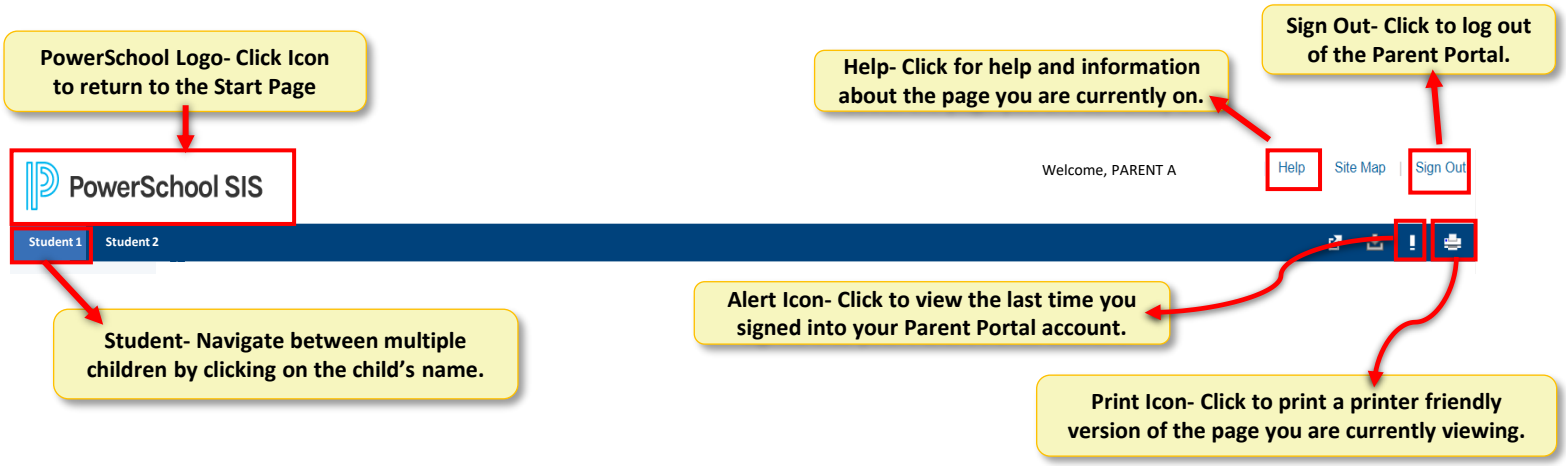
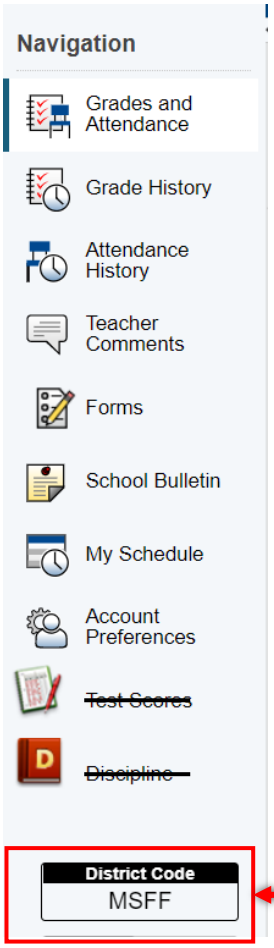
NAVIGATING THE PARENT PORTAL

The following navigation bar appears at the top of all parent portal pages:



Once you are logged in to the Parent Portal, you will have real-time access to the following items for your child(ren), located in the Navigation Menu panel on the left side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Teacher Comments
- Forms
- School Bulletin
- My Schedule
- Account Preferences

Our District Code is **MSFF-** you will need this if you are using the Mobile App

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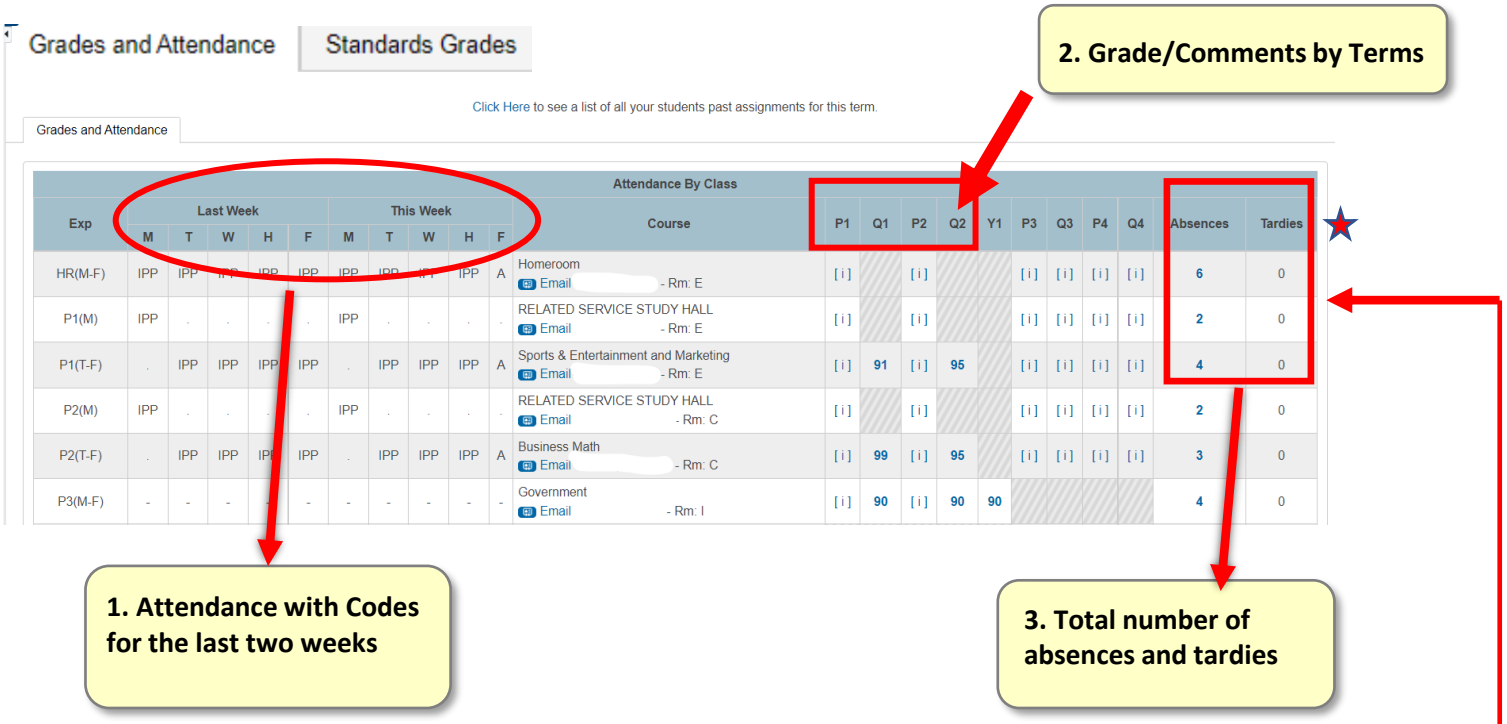
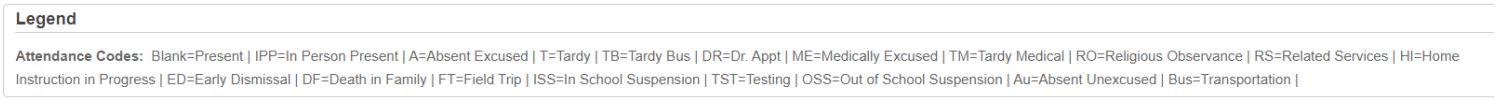
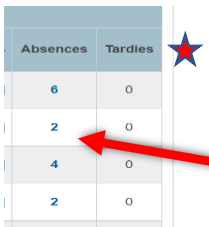
The PowerSchool Parent Portal automatically opens to the Qualifications and Support page.
It is the default quick search page, which shows the classes, attendance, teachers and notes of the student, which are drawn from each teacher's PowerSchool grade book.

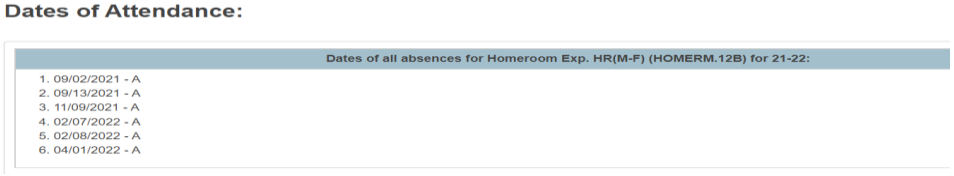


Attendance: presents a summary of the last two weeks of the student's attendance. A legend is located at the bottom of the quick look up screen with more information regarding the attendance codes.





<u>Absences/Tardy total:</u> To view the list of attendance dates for absences and tardies, click the number in either column. You will be directed to the Dates of Attendance page.



Understanding page navigation icons in the Parent Portal

Navigation Icon	Description
Grades and Attendance	The Grades and Attendance page has comprehensive information about a student's grades and attendance for the current term. Click the letter grade within the Term column to view detailed assignments and scores.
Grade History	The Grades History page displays term grades for the selected student.
Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
Forms	Forms is a data collection system integrated into the Parent Portal. You will access digital forms on this page.
School Bulletin	The School Bulletin page serves as your child(ren)'s school's message board whereby the school can post a variety of information for you to view.
My Schedule	The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.
Account Preferences	The Account Preferences page provides you will the ability to manage your parent account information, including your name, username, password, and email address.