

MMS Parent and Student Portals version 4.6

About MMS

The Modular Management System (MMS) for schools is an affordable and scalable school administrative software for public and private schools, grades K through 12. MMS offers choices for biographical information, attendance, scheduling, grades, discipline, health, fee tracking and much, much more. MMS makes it easier for your staff to update, share and distribute student information, whether it's from a single school or district-wide database. With the MMS, you can monitor individual student and class development and update grades, attendance, discipline and more instantly from any computer or smart device. Complete student histories, for all school years, are easily searched, viewed and reported on.

About Computer Resources, LLC

Computer Resources, LLC, is the publisher of the Modular Management System For Schools Administrative Software suite. Over 30 years of service (since 1978) to the educational community has earned Computer Resources, LLC an outstanding reputation for providing powerful and reliable school administrative software. The company is made up of a team of dedicated professionals, including former educators, who specialize in meeting your school's needs. www.cri-mms.com

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Table of Contents

Parent Portal	1
How to Login as a Parent	1
My Account tab	3
My Account	3
Change Password.....	4
Add Students to your Account	5
Create Student Login	6
Change Student Password	7
Forgot Student Password	8
Student/Courses tab.....	9
View Your Student	9
Index.....	11

Parent Portal

How to Login as a Parent

1. Your child's school will provide you with the Internet address you will need to access this web site. For example, the address will commonly be a domain name (e.g., <http://www.yourschoolname.edu>) followed by [/MMSGB/parent/](#).
2. Note that the login box is entitled "MMS Parent Portal Login".
 - When course registration is open, a message similar to the following appears on that login screen "[Course Registration is now in progress for the following schools and grade levels. To register for courses, click the Register link below](#)". The Register link brings you only to the course registration system and all other Parent Portal functions are disabled (such as grades, attendance, and homework).
3. If you have an established account, enter your **Username** and **Password** and click on **Login**. While your cursor is in the Password box, helpful tooltips provide you with the reminders that follow. Passwords are case sensitive. A reminder is given of whether your <Caps Lock> key is on or off.

 **NOTE** If your account has been *Locked* you will be notified and subsequently denied access to the system. Often this is caused by exceeding the allowed number of password failures. Contact the MMS Administrator to get your account access restored to this system.

4. If you are a first time user, click on "**Create Account**" to create your account and follow the steps below. Enter your First and Last Name exactly as it appears on record with the school.

Enter the **Login Name** you want to use, such as a combination of your first and last name (e.g., JohnStewart).

- Enter the **Student ID Number** the school has assigned your child. If you have more than one child, enter one and you will be able to add others later.
- Click the **Create Account** button.
- The web site will display a message telling you that your account has been created and that an email has been sent to you with your username and temporary password. An email is sent to the specific email address that your child's school has on file.
- "**Click here**" to return to the login screen.
- Minimize the login screen and go to your email account. There should be an email titled "Parental Access for" followed by the Internet address of the school's web site. Open it to retrieve your username and Temporary Password.
- Return to the parent login screen. Enter your **Username**, **Password**, and click on **Login**.
- The first time you login with your temporary password, you must change your password.
- Enter your **Old Password**.
- Enter your **New Password** (up to 20 alpha/numeric characters).
- Enter your **New Password** again to confirm it.
- Click on **Change Password**.

You will now have access to the MMS Parent Portal. Once your login is validated, the complete on-line help system is available to you. To access that help, simply click on the question mark "?" button that appears within the heading of this web page.

5. If you forgot your password, use the corresponding "**Forgot Password**" link on the parent login page. You are asked to enter either your Username or Email Address. Additionally, you must provide your Parent First and Last Name exactly as it is on file at the school. Once you submit the requested information, you will be notified that an email was sent to you containing a new temporary password for accessing the MMS Parent Portal system. Check your email account for a message title that begins with "Parent Access for" and then the address of the website is listed. You are asked to change that temporary password when you next login to the MMS Parent Portal system.

Client Requirements:

Parents accessing the MMS Parent Portal should have a computer with an Internet web browser (as described below) and access to the Internet.

Windows:

- IE 10.0 or later
- Firefox 28.0 or later
- Apple Safari 4.0 or later
- Google Chrome 33 or later

Macintosh:

- Firefox 28.0 or later
- Apple Safari 4.0 or later
- Google Chrome 33 or later

Required Browser Settings:

- Pop ups must be enabled.
- JavaScript must be enabled.
- Turn off "Compatibility View" in Microsoft Internet Explorer.

My Account tab

My Account

Purpose

Use My Account to manage your account with the school. If you have more than one student in the school and you have added the other student i.d. numbers to your account, you will be able to access all your students from your school's Parent/Student Portal. Additionally, you may give your child an account so he/she can track their own progress, as well.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. The following options might display, depending on your school's configuration:
 - When enabled, two links may be available to you: "*Student Enrollment Packet*" and/or "*Student Information Update*". That option is only available if your child's school has enabled them. This is a web-based product that schools can use to design forms and gather data from parents. Schools may design forms for registering new students and for updating data for existing students.
 - When enabled, the **View Cafeteria Account** option enables you to view what your child has purchased at the cafeteria, his/her current cafeteria balance, and may restrict him/her from purchasing the specified menu items. That option is only available if your child's school uses the LunchTime cafeteria point of sale system by Focaltech software. ***The View Cafeteria Account link is NOT available while you are using the course registration system.***
 - The **Change Password** option enables you to change the password you use to log into the MMS Parent Portal system.
 - The **Add Another Student to this Login** option enables you to associate multiple students with your login. When you initially create an account, you can enter the student i.d. number for only one student. If you have other students in the school/district, you will use this job to associate other student i.d.'s with your log in account.
 - The **Create Student Login** option enables you to grant your children access to this web-based Student Portal so they may view their own grades, assignments, etc.
 - The **Change Student Password** option enables to change your child's password for the MMS Student Portal system.
 - The **Forgot Student Password** option enables you to reset your child's password for the MMS Student Portal system. This operation emails you a new temporary password that your child may use to access the MMS Student Portal System composed of seven, numeric characters. The first time your child logs into the system with that temporary password, they are asked to change that password.

Change Password

Purpose

Parents will use this job to change their password.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. Click on **Change Password**.
 - Enter your **Old Password**.
 - Enter your **New Password** (up to 20 alpha/numeric characters). Note that passwords are case-sensitive. If the administrator has a specific password policy in place, then additional text appears explaining that policy (e.g., "Your password must be at least X Characters long").
 - Enter your **New Password** again to confirm it.
 - Click on **Change Password**.
4. Read-only text will indicate that the password was successfully changed. You will use the new password, the next time you login to the system.

Add Students to your Account



This operation can only be accessed by a user logged in as a Parent.

Purpose

Parents will use this job to add other students to their account. When a parent initially creates an account, they can enter the student i.d. number for only one student. If they have other students in the school/district, they will use this job to associate other student i.d.'s with their log in account.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. Click on **Add Another Student to this Login**.
 - Enter the **Student ID Number** that you want to add to your account.
 - Click on **Submit**.
4. Repeat the process to add additional students.

Create Student Login



This operation can only be accessed by a user logged in as a Parent.

Purpose

Parents will use this job to grant their children access to this web-based Student Portal so they may view their own grades, assignments, etc. Student Accounts are view-only.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. Click on **Create Student Login** link.



The *Create Student Login* option will not be available to you if "Directory Service Validation" is enabled by the Administrator. Under that scenario, student login names and passwords are instead provided to you by the school.

- Enter the **Student ID Number**.
 - Enter a **Login Name**. This is a user created login name that your student will use to access the grade book. The login name can be anything you want. For example, you could use the first letter of their first name followed by their last name (e.g., *dabbot*).
 - Click on **Create Account**.
 - A message will appear telling you that the account is created and that an email has been sent to you with the student's username and temporary password.
 - **Click here** to return to your student list.
 - Minimize the login screen and go to your email account. There should be an email titled "*Student Access for*" followed by address of the school's website. Open it to retrieve the student's Username and Temporary Password.
 - Return to the login screen. Enter the student's **Username** and **Password** and click on **Login**.
 - The first time you login with the temporary password, you must change the password.
 - Enter the **Old Password**.
 - Enter the **New Password** (up to 20 alpha/numeric characters). Note that passwords are case-sensitive. If the administrator has a specific password policy in place, then additional text appears explaining that policy (e.g., "Your password must be at least X Characters long").
 - Enter the **New Password** again to confirm it.
 - Click on **Change Password**.
4. Your student will now have access to the grade book Student Portal using the username and new password you created.

Change Student Password



This operation can only be accessed by a user logged in as a Parent.

Purpose

A parent will use this operation to change the password assigned to their child. You must know your child's login name and old password, in order to change their password.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. Click on **Change Student Password** link.
 - Enter the student's **Login Name**.
 - Enter the student's **Old Password**.
 - Enter a **New Password** (up to 20 alpha/numeric characters) for the student. Note that passwords are case-sensitive. If the administrator has a specific password policy in place, then additional text appears explaining that policy (e.g., "Your password must be at least X Characters long").
 - **Confirm the New Password** by entering it again.
 - Click on **Change Password**.
4. Read-only text will indicate that the password was successfully changed. Your child will use the new password, the next time they login to the system.

Forgot Student Password



This operation can only be accessed by a user logged in as a Parent.

Purpose

A parent uses this operation when their child forgot their password for accessing the MMS Student Portal. This operation emails the parent a new temporary password that the student may use to access the MMS Student Portal System composed of seven, numeric characters. The first time the student logs into the system with that temporary password, they are asked to change that password.

Step-by-Step Instructions

1. To access the grade book, follow the instructions as described in the topic Log-in.
2. Click on the **My Account** tab.
3. Click on **Forgot Student Password** link.
 - Enter the student's **Username.**, i.e., the name they use to log into the system.
 - Click on **Request Password.**
4. Read-only text will indicate that the requested password was sent to your email address. Your email address is shown on the screen for reference.

Student/Courses tab

View Your Student

This website enables you to check daily to view your child's academic achievement provided by your school. This help topic describes all of the possible features, although your child's school may not necessarily have enabled them all.

- View your child's current grade average in each course, assignment grades, any missing assignments, all current assignments due, as well as school and course announcements
- View your child's school calendar, attendance activity, discipline activity, course-based report card or skill-based report card, progress report, transcript, etc.
- View your child's cafeteria transactions

If you have any questions contact your child's school.

Step-by-Step Instructions

1. After you complete your Log-in to the Parent Portal, up to three menu options are available to you which are as follows:
 - **Students:** The website automatically opens to **Students** and the name(s) of your children will appear on the screen.
 - **My Account:** Use My Account to manage your account with the school. If you have more than one student in the school and you have added the other student i.d. numbers to your account, you will be able to access all your students from your school's Parent/Student Portal. Additionally, you may give your child an account so he/she can track their own progress, as well.
 - **View Cafeteria Account:** If your school uses the LunchTime cafeteria package, then you may use the View Cafeteria Account link to view what your child has purchased at the cafeteria, his/her current cafeteria balance, and may restrict him/her from purchasing the specified menu items. When clicked, a new web browser window appears with the LunchTime website. ***The View Cafeteria Account link is NOT available while you are using the course registration system.***
2. Click on Students, and then select the desired student. You can view your child's current grade average in each course, any missing assignments, all current assignments due, as well as school and course announcements. You can also send an email to your child's teacher by clicking on the teacher's name and a compose email screen will appear.

In addition to the menu options already discussed, up to two additional menu bars are now available to you: a Courses menu, and a menu including Attendance, Discipline, Scheduling, etc.

3. **Courses menu:** By default, you will be looking at your child's course schedule in a grid which includes information such as the course name, course and section number, term, days, periods, room, teacher, your child's average, and the number of graded assignments and missing assignments for the term. When enabled, the grid includes the student's Current Final Average which is an estimate of their final average based on all of the work completed to-date in that course.

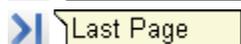
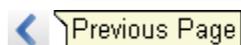
Additional menu items are available and at a quick glance, you can see whether there are any assignments due, missing assignments, or course announcements by looking at the number in the parentheses, e.g., Missing Assignments (1). You can click on any of those menu items to get specific information on the particular missing assignment, or assignment due, etc. Note that any current school/district announcements display below the schedule.

- Click on any course to get a detailed listing of all assignments and grades. In the pick list, select the marking period to view.
- Click on **Current Assignments Due** to get a list of all assignments due in all courses and their due dates.
- Click on **Missing Assignments** to get a list of all missing assignments in all courses.
- Click on **Course Announcements** to get a list of all course announcements. A list of courses with announcements is shown. Click on a course and then the desired announcement and it will be shown.

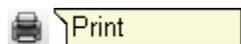
4. **Attendance, etc. menu:** Other top-level menu items may appear if your school chooses to provide you with Attendance Activity, Discipline Activity, Report Cards, Permanent Transcripts, Course Registration and other information.

Print Preview:

5. This web site includes a variety of reports and when you run them, a report preview screen is shown.
- You may use the toolbar to switch to the First Page, Previous Page, Next Page, Last Page, or you may go to a specific page in the report.



- Click the Print button on the toolbar to send the report to your printer.



Index

- A**
 - Assignments Due 9
 - Assignments Missing 9
- C**
 - Change Password 4
 - Course Announcements
 - Viewing 9
- G**
 - Grades
 - Viewing 9
- L**
 - Login
 - As Parent 1
- M**
 - Missing Assignments 9
 - My Account
 - Overview 3
- P**
 - Parent
 - Logging in As 1
- Parent Portal 1
 - Adding Students 5
 - Change Password 4
 - Changing Student Password 7
 - Create Student Login 6
 - Forgot Password 8
 - My Account 3
 - View Students 9
- Passwords
 - Changing Student 7
 - Forgot 8
- S**
 - Student Login
 - Creating 6
 - Student Password
 - Changing 7
 - Students
 - Adding to Parent Account 5