



Anchorage School District

Educating All Students for Success in Life

ParentConnection User Guide

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1 How to Access ParentConnection for the Anchorage School District

Welcome Parents!

This job aid will help you find and log into ParentConnection, and walk you through some of the features that make ParentConnection a great way to track your student’s progress and help them continue to excel at school.

Computer Requirements

You can get to ParentConnection with the following Computer and software:

- A Windows computer running XP, Vista or Windows 7, or an Apple running Mac OS 10.2 or above.
- A DSL or cable connection to the Internet.
- Any one of the following web browsers:
 - ◆ Internet Explorer version 6.0 or above
 - ◆ Firefox version 2.0 or above
 - ◆ Chrome version 2.0 or above
 - ◆ Safari version 2.0 or above

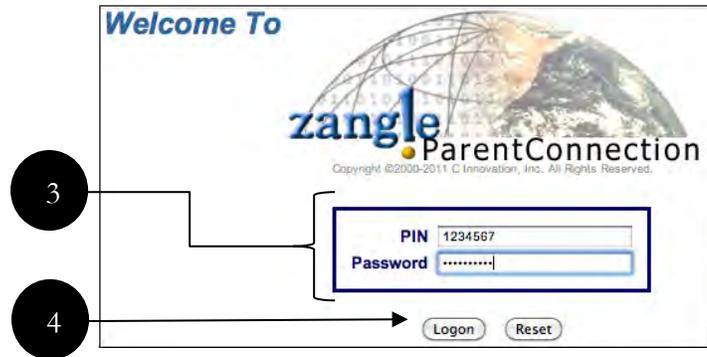
Finding ParentConnection & Logging In

You may go directly to ParentConnection by selecting the link below or entering the following address in the Internet browser address bar <https://parentconnect.asdk12.org/> (notice the “s” after http). You may also navigate to ParentConnection through the district website by following the below instructions.

1. Go to www.asdk12.org
2. Select **Parents**
3. Select **Log in to ParentConnect**



4. Enter your **PIN** and **Password**
5. Select **Logon**



*****IMPORTANT*****

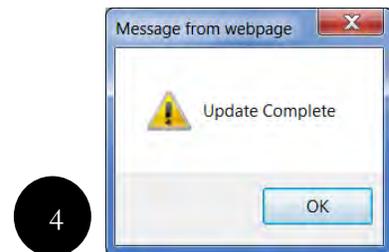
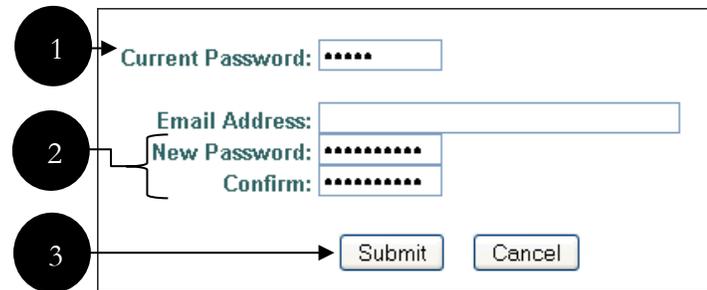
For this site to run properly, **pop ups must be allowed** in your internet browser options.

Your First Login

Changing Your Password

If this is your first time accessing ParentConnection, you will be prompted to change your password from the temporary password provided by your student's school. The Change Password Window appears immediately upon login and you are unable to move further without creating a new password.

1. Enter Current Password
(provided by the school)
2. Enter your **New Password**.
 - ◆ Enter it again in the **Confirm** field.
3. Select the **Submit** button
4. Select **OK**.



ASD Password Reset Questions

This feature provides a quick and easy way to reset your password in the event that your password is lost or forgotten. Two questions and answers must be submitted at initial login; however, they may be changed or updated at a later time if desired.

1. Select two questions from drop down menus.
2. Provide answers to the selected questions.
3. Click **Enter**
4. Click Continue
5. Review Questions and Answers
6. Click **Back**



Remember: Answers to security questions will not be case sensitive.

The screenshot shows the 'ASD Password Reset Questions' page. It has a header with 'zangle' and 'ParentConnection' logos. Below the header, there's a title 'ASD Password Reset Questions' and a 'Back' button. The main content area says 'Please choose the questions you would like to be asked in the event you forget your password.' There are two question rows. The first row has a dropdown menu for the question 'In what city were you born?' and a text input field for the answer 'Anchorage'. The second row has a dropdown menu for the question 'What is your mother's maiden name?' and a text input field for the answer 'Smith'. An 'Enter' button is at the bottom. A bracket labeled '1' points to the dropdown menus, and a bracket labeled '2' points to the answer input fields.

Question	Answer
In what city were you born?	Anchorage
What is your mother's maiden name?	Smith

4

5

6

You successfully updated your login information.

Continue

Password Recovery

If you have lost or forgotten your password, you may generate a temporary password by answering the two security questions that were set-up during the initial login. After answering the security questions correctly, an email will be sent to the email address on file with a temporary password. If you have lost or forgotten your PIN, please contact the front office staff for your school.

1. Select **Username/Password Help**
2. Select **Click here to reset password**
3. Enter **PIN**
4. Click **Submit**

zangle ParentConnection
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PIN
Password

Logon Reset
Username/Password Help

[Click here to login to Summer School Parent Connection](#)
[Free & Reduced Meal Application](#)

Anchorage School District

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ASD Password Reset Questions

Need help accessing your account?

[Click here to reset password.](#)

- I need my PIN and/or password.
 - Please contact your school for additional assistance. A list of ASD schools and phone numbers can be found [here](#)

zangle ParentConnection

ASD Password Reset Questions [Back](#)

Please enter your PIN.

PIN:

Submit

5. Answer Security Questions
6. Click **Submit**
7. Click **Continue**
8. Retrieve temporary password from Email
9. Login with temporary password

zangle ParentConnection

ASD Password Reset Questions Back

In what city were you born?
Eagle River

What town did you grow up in?
Eagle River

Submit

Your password has been reset and sent to your email. If you did not receive the email and/or are continuing to have issues, please contact your school for further assistance.

Continue

ASD ParentConnect Password Reset – Message (Plain T...)

From: ASD ParentConnect Password Reset <ccreply@asd.k12.or.jp> Sent: Mon 6/25/2012 2:57 PM

To:

Cc:

Subject: ASD ParentConnect Password Reset

ASD ParentConnect Password Reset

Your Zangle ParentConnect login password has been reset.

Your temporary password is **OKK4Y0**

Once logged into ParentConnection please change your temporary password.

Thank You

Windows Desktop Search is not available.

Free & Reduced Meal Application

A link to the electronic Free & Reduced Meal Application is available on the login page of ParentConnection. If you would like to download and print a PDF version of the application, please go to <http://www.asdk12.org/menus/frp.asp>. Applications are also available in Espanol, Hmoob, Korean, Faa-Samoa, and Tagalog.

1 → [Free & Reduced Meal Application](#)

2 Using ParentConnection

Accessing a Student

1. If you have Web Access to more than one student in the Anchorage School District with ParentConnection, select which student's information to access via the **Student** drop-down menu near the top left of the window, under your name.

News
Demographics
Contacts
Schedule
Attendance
Assignments
Marks
Transcript
GPA
Grad Rqmnts
Testing
Activities

- ◆ Zangle ParentConnection allows you to move back and forth between all students you have been given access to using this drop-down, without needing to log out and back in.

- ◆ If your student is enrolled in more than one school you will have access to all schools in the **Student** drop-down menu.

Accessing the Various Information Available

Access your student's information by clicking on the links located in the column on the left side of the window.

News - This page allows you to access school-wide and class-specific announcements.

Demographics – View demographic data on your child. You may want to review this page to be sure that the school has the most up-to-date information. Follow the procedures at your student's school for the necessary updating of this information.

Contacts – This page lists your child's contact information, including parent or legal guardian, and Emergency Contacts. Here again, you may wish to review

this information to be sure that the school has the most up-to-date information. Follow the procedures at your student’s school for the necessary updating of this information.

Schedule – This page lists your child’s current class schedule.

Attendance – This page contains any pertinent information regarding your child’s attendance. Contact your student’s school for questions concerning this data.

Assignments – Here you can view your child’s progress in their classes. This page defaults to Show Assignments For Last/Next Week. If you select Show All Assignments in the upper-left corner near the menu items, you can see all assignments for the class term. Items appearing in **red** are missing assignments.

Class Assignments for 10/15/2009 - 10/29/2009									
Period: 2		Asia Studies					Teacher: XXXXXXXXXX		
Current Grade For Quarter 2: Not Available							Print Progress Report		
No Assignments To Display									
Period: 2		Asia Studies					Teacher: XXXXXXXXXX		
Current Grade For Quarter 1: B							Print Progress Report		
Detail	Date Due	Assignment	Pts Possible	Score	Scored As	Extra Credit	Not Graded	Comments	
<input type="checkbox"/>	10/15/2009	Religion Study Questions	10	9					
<input type="checkbox"/>	10/15/2009	Religious Comparison	5	5					

Please Note: You will see a section for each course and each marking period the course is scheduled to the student.

Requests – This page allows you to view the course requests and the “Alternate For’s” entered for your student by the school counselor. For questions regarding this information contact you school counselor. This information is only available certain times of the year.

Marks – This screen will display a list of all the report card marks that have been posted to the system for the selected student in the current school year. For assistance reading this information please reference page 34 of the Zangle Manual found through the **Help** link in the top right corner of the ParentConnection window.

Standards – Here you will see the latest scores for Standards that have been entered for you. The Anchorage School District currently only uses this feature for Kindergarten Marks and Elementary Work Habits. For questions regarding this information contact your course teacher or counselor.

Transcripts - This is **NOT** an Official Anchorage School District transcript. This screen will display the complete history of marks and credits earned for the selected student, since the beginning of their secondary enrollment in the Anchorage School District. The **Mark** column shows the final mark earned for a course. The **Credit** column shows the credit awarded towards graduation for completion of the course. Questions concerning Transcript information should be directed to your school counselor. For more information on this screen please reference pages 39 - 43 of the Zangle Manual found through the **Help** link in the top right corner of the ParentConnection window.

GPA – This page profiles the complete history of a student’s grade point average for each Mark Reporting term, including class rank and class size. The cumulative grade point average is also shown as each term is reported. Different GPA types are displayed in different tables. Questions concerning GPA information should be directed to your school counselor. For additional information on the features of this page refer to page 42 of the Zangle Manual found through the **Help** link in the top right corner of the ParentConnection window.

Grad_Rqmnts – Graduation Requirements are credits that must be earned per subject in order for a student to graduate from high school. The Anchorage School Board defines these requirements. This screen compares the **Required** credits to the current (**Actual**) number of credits the student has earned to date per each area. The Requirement Met (**Reqmnt Met**) column indicates by a yes if the requirements for an area have been met. This field will be blank if the requirement is unmet. The balance of credits remaining to be satisfied is shown in the **Short** column. A blank field in the Short column indicates the credits have been met for that area.

- Courses taken at King Career Center may not reflect correctly in Grad Requirements.
- Courses in which a Waiver has been granted will not show as completed on the Grad Requirements page.
- Questions concerning Graduation Requirements information should be directed to your school counselor. **Students should complete a Credit Check with their school counselor for an accurate statement of their current Graduation Requirement status.**

Testing – This page displays the student’s score history in standardized testing. Questions concerning Testing information should be directed to your school counselor.

Activities – Here you can view a historical record of any Activities the Anchorage School District is recording. This may include clubs, athletics or other programs. For questions concerning this information contact your school counselor.

For assistance in reading this ParentConnection information please reference the Zangle Manual found under the [Help](#) link in the top right corner of the StudentConnection window. The Zangle Help menu has additional information on all features currently being deployed by the Anchorage School District (ASD). It also contains information on features not being deployed by ASD at this time. As new features are added in future years you will be notified and given documentation to support your use of the features as implemented by ASD.

3 Online Payments

The Online Payments feature allows parents and guardians to make payments on school related costs and fees online with a credit card. Payments may be made with the following credit cards: Discover, Master Card, and Visa. Each individual school may have different fees available online for payment. Currently, most schools offer payment options for cafeteria meals and select sporting activities. Please contact your school’s front office staff regarding fees and payment availability.



ASD Store

The ASD Store tab allows parents to select their student(s) and choose a fee to make payment on. One fee per student may be selected at one time; however, multiple fees may be paid per transaction.

1. Select **Student**
2. Choose fee **Selection**
 - ◆ Enter desired amount
3. Select **Add to Cart**
4. Select **Continue Adding Items** or **Go to Shopping Cart**

Shopping Cart

The shopping cart shows the fees or payments that are queued for the transaction along with the total amount to be charged to the credit card. Multiple payments may be processed at one time. To add more fees, return to the ASD Store tab and select additional fees.

1. Review Information
 - ◆ Verify Student
 - ◆ Verify Description of Fee
 - ◆ Verify Grand Total
2. Once Finalized, Select **Proceed to Checkout**

StudentID	Student Name	ProductID	Description	Price
Delete 0603577	Student (H) ASD (Grade 9, Service High School)	Z8402079	CAFETERIA MEALS	\$100.00
Delete 0603577	Student (H) ASD (Grade 9, Service High School)	Z8400007	SPORTS FEE - GYMNASTICS	\$195.00
Grand Total:				\$295.00

3. Input Billing Information
 - ◆ Click **Continue**
4. ASD Shopping Cart Check Out
 - ◆ Review Order Summary
 - ◆ Review Billing Summary
 - Contact Info
 - Credit Card Info
5. Click **Complete Your Order**
6. Review & Print Receipt

3

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Activity Fees [Back]

ASD Store Shopping Cart (1) Purchase History Meal Plan Quick Reference Guide FAQs

ASD Shopping Cart Check Out

Billing Information

Address Information		Credit Card Information	
Name:	ASD Parent 1 <small>(As it appears on your credit card)</small>	Credit Card:	Master Card
Address:	12345 Northern Lights Blvd	Credit Card #:	5438000000000000
City:	Anchorage	Expire (mm/yy):	8 / 2012
State:	AK	CVV2:	123 <small>There is the CVV2 set</small>
Zip:	99504		
Phone:	1231231234		
Email:	asdparent1@email.com		

[Continue]

4

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Activity Fees [Back]

ASD Store Shopping Cart (1) Purchase History Meal Plan Quick Reference Guide FAQs

ASD Shopping Cart Check Out

Order Summary

Student ID	Student Name	Product ID	Description	Price
1019500	Student 1 ASD (Grade 9, Service High School)	Z8402079	CAFETERIA MEALS	\$1.00
Grand Total:				\$1.00

Billing Summary

[Complete Your Order]

Contact Info		Credit Card Info	
Name:	ASD Parent 1	Credit Card Type:	Master Card
Address:	1234 Northern Lights Blvd Anchorage, AK 99504	Credit Card #:	5438000000000000
Phone:	1231231234	Expire:	8 / 2012
Email:	ASDParent1@email.com	CVV2:	123

[Complete Your Order]

5

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Activity Fees [Back]

ASD Store Shopping Cart Purchase History Meal Plan Quick Reference Guide FAQs

ASD Shopping Cart Check Out

Your Order is complete!

Anchorage School District
Receipt

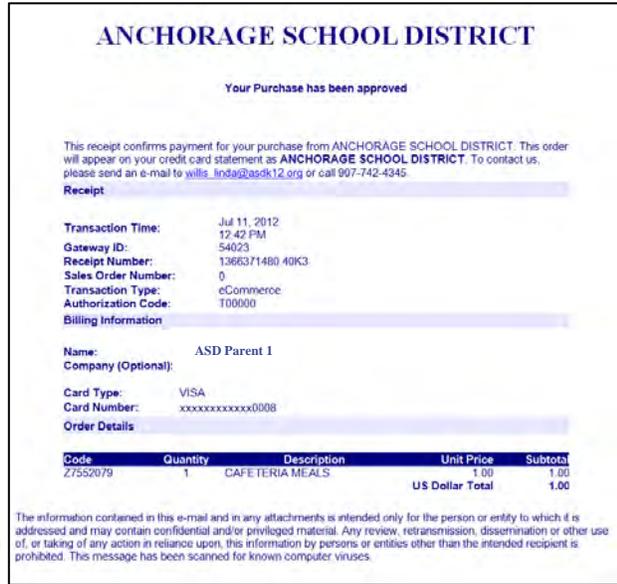
Receipt: WP000285
Bank Receipt#: 1366371480.40K3
Transaction Date: Wednesday, July 11, 2012 8:42 AM

Student ID	Student Name	Product ID	Description	Price
0500819	ASD Student1 (Grade 7, Service High School)	Z7852079	CAFETERIA MEALS	\$1.00
Sub Total:				\$1.00

Name:
Credit Card: VISA
Credit Card #: xxxxxxxxxxxx0008
Total Charged: 1.00
E-Mail: ASDParent1@email.com

6

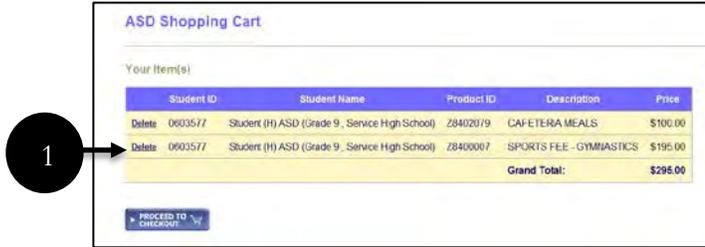
- Review confirmation email and receipt



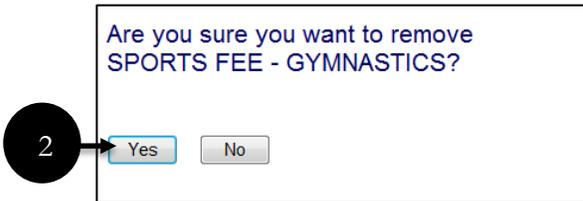
7

Remove an Item from the Shopping Cart

- Select **Delete**
- Select **Yes**



1

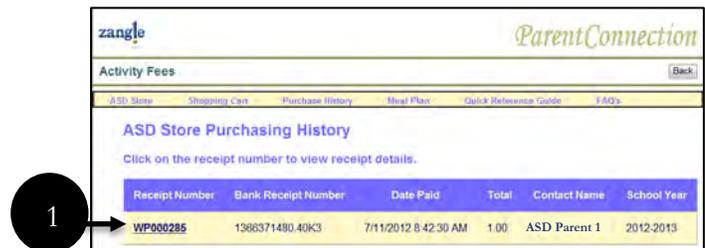


2

Purchase History

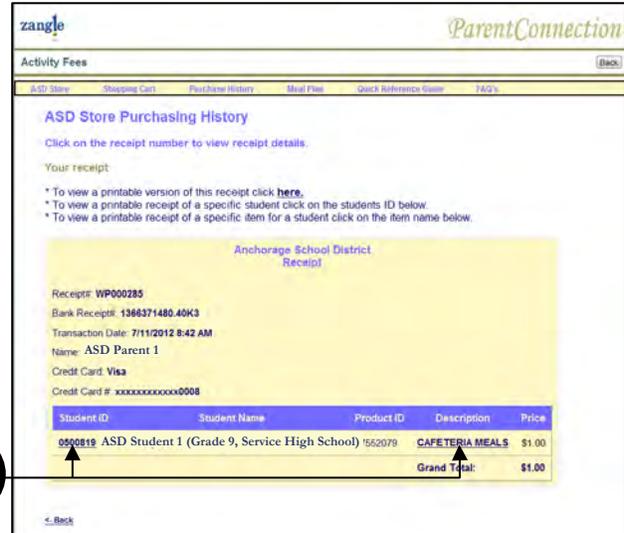
Purchase history allows you to view previous payments on your account. Payment details and printable receipts can be viewed by selecting the Receipt Number for a specific transaction.

- Select Receipt Number



1

2. Select Student ID or Description
3. Review Purchase Details
4. Click **Return to Purchase History**



Meal Plan

The Meal Plan tab shows the available balance on your student's cafeteria meal account. Additional funds may be added to the student's account by selecting the add link in the left hand column of the table.

1. Select **Add**



2. Enter desired dollar amount
3. Select **Add to Cart**
4. Select **Continue Adding Items** or **Go to Shopping Cart**
5. See Shopping Cart (p. 12) for further instructions

Remember: A maximum of \$300.00 per transaction can be paid towards your student's cafeteria meal.

Quick Reference Guide

Select Quick Reference Guide for a two page printout that will guide you through the Online Payment process. The reference guide may open in a new browser tab or a new window based on individual computer settings. Please feel free to print this reference guide for future use.

Online Payment FAQ's

Select FAQ's for a list of Frequently Asked Questions pertaining to Online Payments. The FAQ's may open in a new browser tab or a new window based on individual computer settings. Please feel free to print this document for future use.

4 Using Account Maintenance

The Account Maintenance feature enables you to edit your email address and/or change your ParentConnection password. Access to your password reset questions is also available through Account Maintenance by selecting the appropriate link. Upon clicking submit (step 4), account information will automatically be updated and you will be returned to the ParentConnection main menu.

Password & Email Update

1. Select **Account**



2. Enter Current Password
3. Verify/ Update Email Address
4. Enter New Password
 - ◆ Confirm New Password
5. Select **Submit** (or Cancel to abort).

Thank you for taking an active role in your student's education.

Account Name: Parent ASD
PIN: 1194935

If you wish to change your email or password information, please enter your current password for authentication, your desired changes and press Submit.

If you wish to update your questions [Click Here](#)

Current Password:

Email Address: ASD_Parent@yahoo.com

New Password:

Confirm:

2 points to the Current Password field, 3 points to the Email Address field, and 4 points to the New Password field.

Edit Security Questions

1. Select **Click Here**
2. Select **Update**
3. Select Question drop down menu
4. Modify Answer
5. Select **Update**
6. Select **Continue**
7. Click **Back**

Thank you for taking an active role in your student's education.

Account Name: Parent ASD
PIN: 1194935

If you wish to change your email or password information, please enter your current password for authentication, your desired changes and press Submit.

If you wish to update your questions [Click Here](#)

Current Password:

Email Address: ASD_Parent@yahoo.com

New Password:

Confirm:

1 points to the [Click Here](#) link.

	Question	Answer
Update	In what city were you born?	eagle river
Update	What high school did you attend?	eagle river

2 points to the [Update](#) links in the first two rows.

Please choose the questions you would like to be asked in the event you forget your password.

	Question	Answer
Update	In what city were you born?	eagle river
Update	What high school did you attend?	eagle river

Question: In what city were you born?

Answer:

3 points to the dropdown menu, 4 points to the Answer input field, and 5 points to the Update button.

You successfully updated your login information.

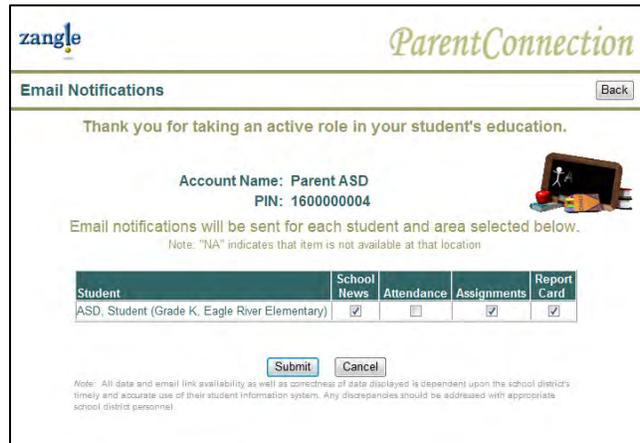
6 points to the Continue button.

5

Subscribe to and Manage Email Notifications

1. ParentConnection E-mail Notifications allows parents or guardians to receive email notifications from the school regarding Attendance, Assignments, Report Card and School News relating to the student. These are the currently available notifications in the Anchorage School District. Parents may select which types of notifications they wish to receive for each of their students. More detailed descriptions for the types of notifications can be found in the Zangle ParentConnection manual (pgs. 12-14) accessed through the **Help** link.

- ◆ To subscribe to ParentConnection Email Notifications select the **Email Notifications** link in the upper right section of your main ParentConnection screen. This will open the Email Notifications management screen.
- ◆ On the Email Notifications management screen select the Notification Types you would like to subscribe to per student, per track (school). Select **Submit** to save your selections.
- ◆ Multiple tracks will be available if your student is enrolled in more than one school. All students in grades 3 – 12 will have a testing track listed with NA in the selection boxes. The testing track is not used for email notifications.



2. Email notifications are sent from the Anchorage School District using an automated process beginning at 4:30pm each day. The time you receive your email will vary based upon the numbers of emails being sent by the district. Questions concerning information you receive from this service should be directed to your student's school.
 - ◆ School News: Receive school surveys and ASD notices in your email. School News is posted by the school's front office for a specified length of time. If this option is selected, one email per day will be sent to the designated email address for the duration of post. For example, if a message is posted for one week, parents will receive one email per day Monday through Friday.
 - ◆ Attendance: Receive an attendance notification. Attendance notifications will be sent daily regardless of absences.

- ◆ Assignments: Receive updates on classroom assignments posted by your student’s teacher. Email notifications may be sent when assignments are updated or when new assignments are created.
- ◆ Report Card: An email containing marks from the most recent reporting period will be sent to each parent with web access at the end of each reporting period. Please contact your school with questions regarding specific dates the report card will be available.
- ◆ Cafeteria: Receive emails containing student’s cafeteria charges, payments, balance, and bonus meals. Negative balances will be designated in red font.

6 ParentConnection for Summer School

Welcome to ParentConnection for Summer School!

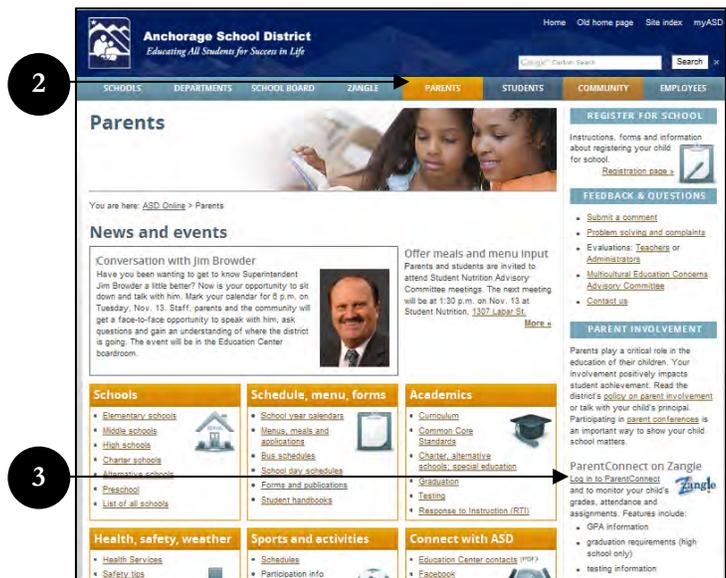
Please note that Summer School and Regular Year are two separate sites and databases. Student’s schedule and assignment information for the fall and spring semesters will not be available in the Summer School site.

Important Note: Changes to your login password will not replicate between the sites. It is highly recommended that any changes to your password be made on both sites to avoid any confusion or frustration while logging in.

Finding Summer School ParentConnection & Logging In

You can go directly to the Summer School ParentConnection login page by typing <https://summerschoolparents.asdk12.org> into the address bar of your web browser. Be sure to note the “SS” after http. You may also navigate to the Summer School ParentConnection login page by following the steps below.

1. Go to <http://www.asdk12.org>
2. Select **Parents**
3. Select **Log in to ParentConnection**



4. Select Summer School link



7 ParentConnection Frequently Asked Questions (FAQ)

Why am I getting pop-up alerts in my web browser?

- ◆ ParentConnection employs JavaScript pop-up windows for viewing student information pages. If you have a pop-up blocker turned on you will not be able to view ParentConnection. To view your child's information go to <https://parentconnect.asdk12.org/>

I click on a link in a page, but I don't see anything displayed?

- ◆ ParentConnection uses the JavaScript scripting language in its pages to display windows and communicate information requests back to the database server where the information is stored. You should be using a JavaScript capable browser and the latest version of the Java runtime environment for your computer's operating system.

I forgot my PIN and/or password. What do I do?

- ◆ If you have forgotten your password, utilize the Password Reset feature in Section 1 of this documentation. If you have forgotten your PIN you will need to go to the office of your child's school. The office staff will confirm your identity via your driver's license or other valid picture identification and will then provide you with your PIN. Upon login please select the Account link near the upper right corner and change the password to something that you can easily remember but not so easy that someone could guess it. Also, do not use the same password as you do for any other online accounts you have.

Is there some way to change my PIN?

- ◆ The PIN (Personal Identification Number) is automatically generated and there is no way to change the number.

I receive an error that says “LOGIN ERROR: PIN entered is invalid” OR “LOGIN ERROR: the password entered is invalid”.

- ◆ The PIN or password you are using is not correct. Make sure your CAPS LOCK is not on. Make sure you type your PIN and password exactly as they were provided to you (upper and lower case). Keep in mind that the lower case letter “l” looks like the number “1” and the capital letter “O” looks like the number “0” in certain circumstances. If you are still unable to log in please visit your child’s school for assistance. The school will require a photo ID for verification purposes.
- ◆ Be sure you are at the correct web address. Access ParentConnection through the [ASD](#) web portal. “Googling” Zangle can take you to another school district.

I receive an error that says “LOGIN ERROR: Your access period has expired.”

- ◆ The end date for your account has been reached and your account has expired. Please visit your child’s school for assistance in reactivating your account.

Why does it say 'No Information to Display' after I click Logon and select my child?

- ◆ You may need to delete your temporary Internet files (for Internet Explorer this is -> Tools-> Internet Options -> General-> Delete Files).

Why do I get an 'authentication error' message after I click Logon?

- ◆ You may need to delete your temporary Internet files (for Internet Explorer this is -> Tools-> Internet Options -> General-> Delete Files).

I do not see all of my children listed. What should I do?

- ◆ If you do not see one or more of your children in the drop-down list you will need to call the school(s) at which the missing child(ren) attend(s).

Why do my spouse and I have individual accounts? Couldn't we just use the same one?

- ◆ Because a child's parents/legal guardians may live at different addresses, access was established for each parent/legal guardian individually. The information available will not differ between parents of the same child.

Why can't I see 'Course Requests'?

- ◆ The Anchorage School District has not implemented this feature.

Why don't I see anything on the 'Assignments' page?

- ◆ The default view for assignments is the "last week" and the "next week." If an assignment date does not fall within this range it will not be shown on the default view. Select the "View All Assignments" link near the upper left corner of the page. This will allow you to view all assignments from the beginning of the term in which the course is scheduled.

Why are certain assignments in RED type?

- ◆ Assignments that appear in RED are assignments that have a DUE DATE that has passed but no grade has been entered in the Grade Book. This could happen for various reasons. Please contact the teacher of that class for more information.
Example: A homework assignment has a due date in the grade book of 01/30/2006...the current date is 02/12/2006. If no grade has been entered for this assignment, the assignment will appear in red faced type.

Why is the grade in the teacher's grade book not current?

- ◆ Each school updates their grades differently. The best resolution to a grade problem is to contact the teacher of the class. There are many reasons why a grade may not be posted and many questions can be answered through contact with the teacher.

Do I have to have more than one login if I have kids in multiple schools?

- ◆ NO. You only need one login to access all your children regardless of the schools they attend.

I think someone has my account information, what should I do?

- ◆ Notify your child's school IMMEDIATELY. We will temporarily disable the account until we can change the password so that the account is inaccessible. Once we change the password you will need to visit the school office and receive your new information.

How do I get my child's demographic and/or contact information corrected?

- ◆ To add or change demographic information or contact information please contact your child's school office.

Who will have access to my email address?

- ◆ Parent email addresses provided through ParentConnection will be used only for district communication. Administrators, teachers, and staff will be the only ones with access to parent e-mail addresses.