



**Parent “Cheat Sheet”  
Tips for using Family Portal**

LOGGING IN	INSTRUCTIONS:
<p><b>To set up a new Family Portal Account:</b></p>	<ol style="list-style-type: none"> <li>1. Go to our school’s website: <a href="http://highpointchristianschool.org">highpointchristianschool.org</a>.</li> <li>2. Select “LOG IN” at the topmost navigation bar.</li> <li>3. Select “Create New Family Portal Account” next to the red “LOG IN” button.</li> <li>4. Follow the instructions given to set up your account.</li> </ol>
<p><b>Logging in with a previous account:</b></p>	<ol style="list-style-type: none"> <li>1. Go to our school’s website: <a href="http://highpointchristianschool.org">highpointchristianschool.org</a>.</li> <li>2. Select “LOG IN” at the topmost navigation bar.</li> <li>3. Enter the District Code:               <ol style="list-style-type: none"> <li>a. Madison families: HP-WI</li> <li>b. Mount Horeb families: MH-WI</li> </ol> </li> <li>4. Enter your Username and Password.</li> <li>5. Select “Parent”.</li> <li>6. Select the red “LOG IN” button.</li> </ol>
<p><b>Troubleshooting</b></p>	<p>If you have forgotten your Username/Password, please select the “Forgot Username/Password” option, and follow the cues.</p>

FAMILY INFORMATION	INSTRUCTIONS:
<p><b><i>Use to update any of the below information:</i></b></p> <ul style="list-style-type: none"> <li>• Carpool/Approved Pick Up Information (Transportation)</li> <li>• Medical Information</li> <li>• General Information (Including Contact Information) for Either Students or Parents</li> <li>• Grandparent Information</li> <li>• Emergency Contact Information</li> <li>• Auto Email Gradebook Progress Report Enrollment Preferences</li> </ul>	<ol style="list-style-type: none"> <li>1. From the Family Portal Homepage, select the arrow next to “Family”, in the gray navigation bar.</li> <li>2. Select <i>Family Home</i>.</li> <li>3. Select the edit pencil to the right of your name.</li> <li>4. Select the form for which information you are looking to update (<i>see options to the left</i>).</li> <li>5. Update information, and make sure to select <b>SAVE</b>.</li> </ol>



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SCHOOL INFORMATION	INSTRUCTIONS:
<ul style="list-style-type: none"> <li>• Calendar</li> <li>• Directory</li> <li>• Classes</li> <li>• Photo Gallery</li> <li>• Resource Documents (<i>more info below</i>)</li> <li>• Web Forms</li> </ul>	<ol style="list-style-type: none"> <li>1. From the Family Portal Homepage, select the arrow next to “School” in the gray navigation bar.</li> <li>2. From the Menu that appears, select which topic you would like to view.</li> <li>3. Select appropriate items from the dropdown menus at the top of the page.*</li> </ol> <p><i>*In the Calendar section, you can view: School Calendar, Classroom Calendar, or Homework Calendar.</i></p>
<p style="text-align: right;"><b>Resource Documents</b></p>	<p><i>Various documents are available under this tab as printable PDFs. These may include: School Calendar, Parent FAQs, Advance Absence Request Form, Lunch Ordering Instructions, Parent Handbook, and more.</i></p>

STUDENT INFORMATION:	INSTRUCTIONS:
<ul style="list-style-type: none"> <li>• Grades</li> <li>• Homework</li> <li>• Report Card</li> <li>• Attendance</li> <li>• Medical</li> <li>• Schedule</li> </ul>	<ol style="list-style-type: none"> <li>1. From the Family Portal Homepage, select the arrow next to “Student” in the gray navigation bar.</li> <li>2. From the Menu that appears, select which topic you would like to view.</li> <li>3. Select appropriate items from the dropdown menus at the top of the page.*</li> </ol> <p><i>*If you have multiple students enrolled, make sure you have selected the correct student (drop down at top of the page).</i></p>
<p style="text-align: right;"><b>Lunch Ordering</b></p>	<p><i>See HPCS Lunchroom Guide for additional instructions and information. This can be found under Resource Documents in the School Section of Family Portal.</i></p>