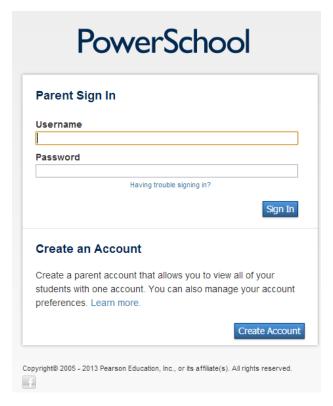


# Accessing Home Base: Parents



### **CCS Parent Portal**

### cumberland.powerschool.com/public



- The Home Base URL is specific to your district.
- A Home Base Parent Portal Account allows you access to view the information for one or more students with a single sign on.
- You can also manage your personal account preferences.



### **CCS Parent Portal**

# cumberland.powerschool.com/public

HOME BASE	
Sign In	
Select Language  English  Usemanie  Password  Having trouble signing in?	
Create an Account  Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences.  Learn more.  Create Account	

It is necessary to create an account.



# **Creating a Parent Account**

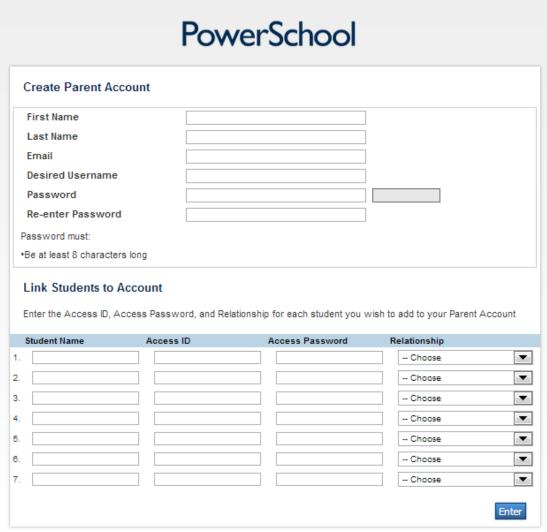
First Name- Enter your first name
Last Name- Enter your last name
Email- Enter your email address
Desired Username- Enter the username
that you would like to use
Password- Set your own password
(must be 8 characters)
Re-enter Password

Link Students (Access Id and Password from the letter you received from your child's school)

**Student Name-** Enter your child's first and last name

**Access ID-** Enter Access ID found in the letter

Access Password- Enter Access
Password found in the letter
Relationship- Select your "relationship"
to your child

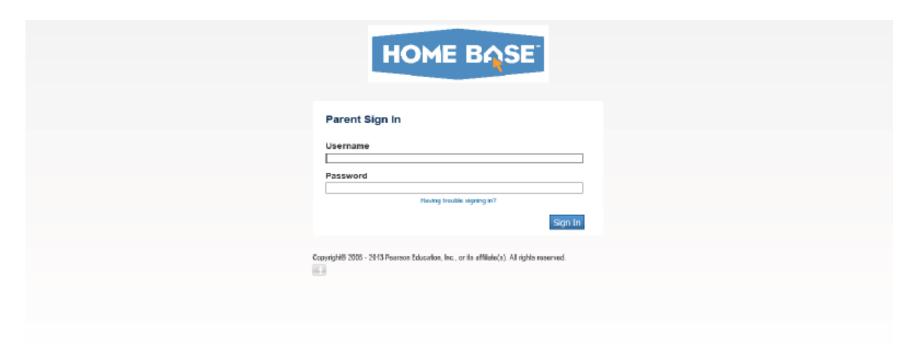




Congratulations! You have successfully setup your account. You can now login and begin using the Parent Portal.

### **CCS Parent Portal**

## cumberland.powerschool.com/public



- The Home Base URL is specific to your district.
- Once you log in, you are in Home Base and have access to the entire suite
  of tools available to you.

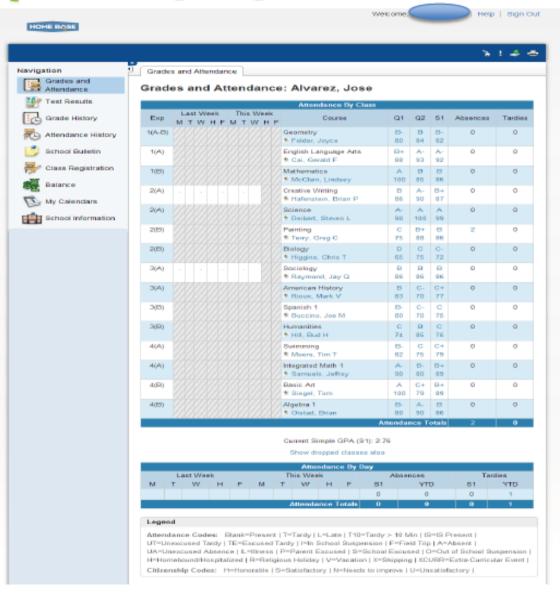


#### Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
Grades and Altendance	Click to view student grades and attendance for the current term. For more information, see <i>Grades and Attendance</i> .
Grades History	Click to view student grades for the previous term. For more information, see <i>Grades History</i> .
Attendance History	Click to view attendance history for the current term. For more information, see Attendance History.
Emell Natification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <i>Email Notifications</i> .
Teacher Comments	Click to view any teacher comments. For more information, see <i>Teacher Comments</i> .
Sphool Bulletin	Click to view school announcements. Each school may use this feature differently.
Class Registration	Click to view class registration information. This feature will not be available in 2013-14.
My Calendars	Click to subscribe to class calendars or school calendars. Each school may use this feature differently.
Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see Account Preferences.
	Additional options may be added as needed.

# **Student Information System Landing Page**





# Overview of Home Base Parent Portal Functionality



#### ATTENDANCE AND GRADES

- The first thing you will see upon logging-in to our system is the "Attendance and Grades" at-a-glance page. This provides easy access to recent grades, and classroom attendance. The "current" grade, or standing in the class, are listed under the appropriate semester (S1=semester 1), and clicking on this link will bring up a detail page for grades in that class. Clicking on the teacher name will activate a link so you can easily e-mail the teacher.
- Along the side of the page are icons to lead you to different areas of the Parent Access.

#### ATTENDANCE DETAIL

- The detail for attendance will show a reasonable span of time around the current date. You will be able to see absences, tardies and other codes. A clear space indicates the student was present.
- A legend for this screen is available at the bottom of the page.



# Overview of Home Base Parent Portal Functionality



#### CLASS SCORE DETAIL

If you click on the score for a class, you will then see the Class Score
 Detail screen, outlining assignments. Different teachers will provide different
 levels of detail for each assignment and category.

### TEACHER COMMENTS

 The Teacher Comments screen provides information via each teacher and course. Teachers have the optional ability to provide a comment, but comments will most likely be added at interim and at the end of marking periods. If a teacher does have a comment for your child, it can be accessed by clicking the "Teacher Comments" icon on the toolbar within the Parent Access.

### E-MAIL NOTIFICATION

- You can ask PowerSchool to send you periodic e-mail detailing information about your child's progress in school.
- This screen requests what you want to know in each e-mail, and how frequently
  you wish to receive the e-mails. The frequency of when you receive e-mails is up
  to you. If you ever need to change the address where e-mails are sent, you can
  change it from this screen at a future date.



For more information about the Home Base Parent Portal, please visit

www.homebaseportal.ccs.k12.nc.us