

Accessing Parent Link/Insider

To access Parent Link over the web:

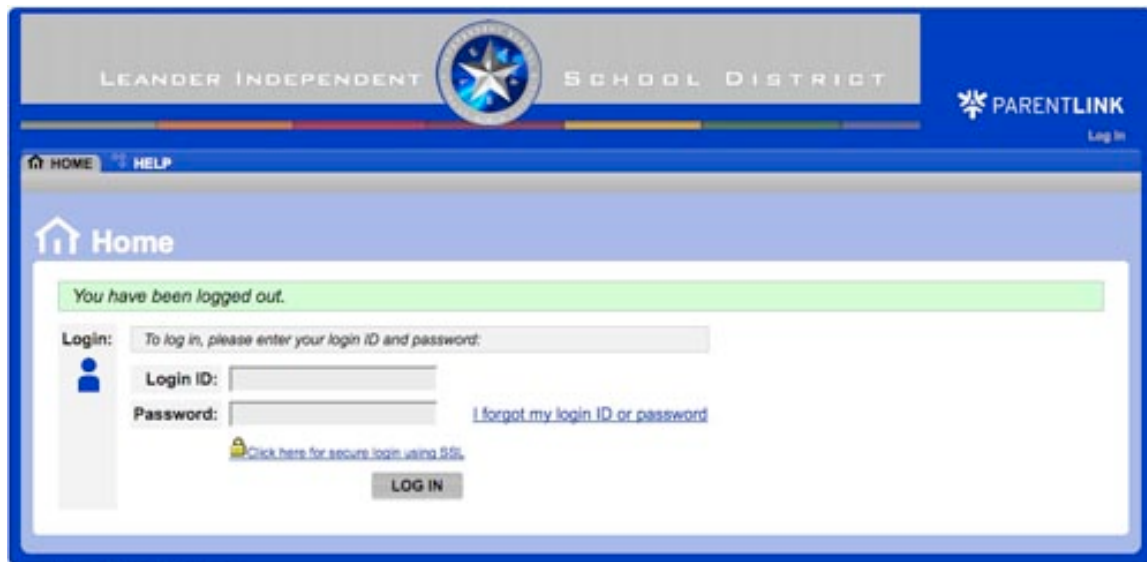
- 1) Open your web browser
- 2) Go to your student's campus website and locate the link for "Campus Insider". (Ex: Mason Insider, CPHS Insider, River Ridge Insider)
- 3) Click on the link.

Logging In

To log in to Parent Link:

- 1) Enter your login ID
- 2) Enter your password
- 3) Click "log in". ("Log out" is in the top right corner of the web interface)

Note: Parent log in information was mailed home in a sealed letter during the week of October 12, 2009.



The screenshot shows the Parent Link login interface for Leander Independent School District. The header includes the school district name and logo, and the Parent Link logo with a "Log In" link. The main content area features a "Home" section with a message: "You have been logged out." Below this is a login form with fields for "Login ID:" and "Password:", a "LOG IN" button, and a link for "I forgot my login ID or password". A small icon and text "Click here for secure login using SSL" are also present.

LEANDER INDEPENDENT SCHOOL DISTRICT

PARENTLINK Log In

HOME HELP

Home

You have been logged out.

Login: To log in, please enter your login ID and password.

Login ID:

Password: [I forgot my login ID or password](#)

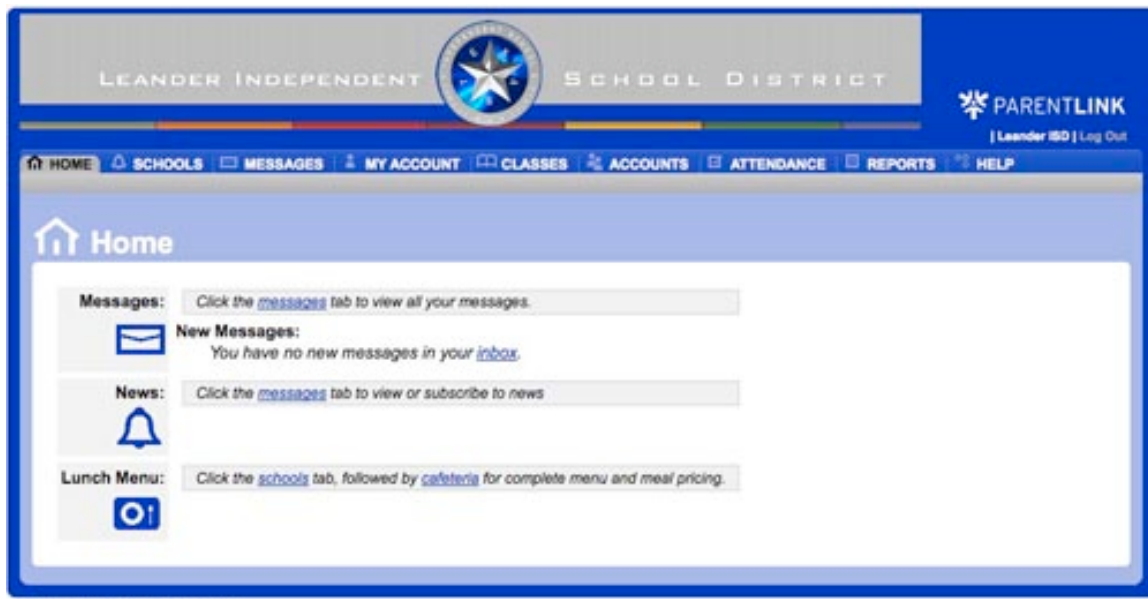
[Click here for secure login using SSL](#)

LOG IN

Navigating Parent Link

Navigation in Parent Link's web interface is easy and intuitive. The main options are visible as screen tabs across the top of the page. Associated with each tab are sub-options in the form of sub-tabs. Click on a tab to move to that section, and click on a sub-tab to access a desired screen. Once you are in a screen, you can use a number of browser conventions to display lists, make selections, make and save changes, and move between screens.

The Home Tab is automatically selected upon login. This page indicates if you have new messages and displays announcements and lunch menus. The announcements and lunch menu may or may not be utilized by your school or district.



View Messages

Log in to Parent Link to view your messages. The Home tab will automatically be selected. From here, you can click on two links to reach your Parent Link inbox: the underlined "inbox" or the Messages tab. Just like an e-mail inbox, the title of the message is displayed, along with the sender and the date and time. Click on the name of a message to display the content of the message.

LEANDER INDEPENDENT SCHOOL DISTRICT

PARENTLINK | Leander ISD | Log Out

HOME SCHOOLS **MESSAGES** MY ACCOUNT CLASSES ACCOUNTS ATTENDANCE REPORTS HELP

INBOX SEND NEWS GROUPS CONTACTS OVERRIDE SYSTEM MESSAGES SURVEY CATEGORIES MESSAGE TRACKING

Inbox

Success!
Your changes have been saved.

SELECT ALL REMOVE

<input type="checkbox"/>	Subject	From	Date/Time
<input type="checkbox"/>	Reminder, Survey Deadline Approaching	Insider, Leander	09/24/2009 08:41 AM CDT
<input type="checkbox"/>	Leander ISD Presents "Partnering With Parents"	Insider, Leander	09/23/2009 10:15 AM CDT
<input type="checkbox"/>	Go Green Fliers	Insider, Leander	09/23/2009 01:31 PM CDT
<input type="checkbox"/>	Reminder, Early Out Wednesday, Sept. 23	Insider, Leander	09/22/2009 08:46 AM CDT
<input type="checkbox"/>	Volunteer for Destination ImagiNation	Insider, Leander	09/17/2009 11:12 AM CDT
<input type="checkbox"/>	Leander ISD to Offer Seven Week Parent Training Seminar	Insider, Leander	09/16/2009 03:24 PM CDT
<input type="checkbox"/>	LISD Students Out Early on Wednesday, September 23	Insider, Leander	09/15/2009 10:01 AM CDT
<input type="checkbox"/>	Get Ready for Camp Rock Star!	Insider, Leander	09/14/2009 02:43 PM CDT
<input type="checkbox"/>	PACE Math Parent Information Nights	Insider, Leander	09/09/2009 02:07 PM CDT
<input type="checkbox"/>	Cell Phones in School Zones	Insider, Leander	09/03/2009 03:10 PM CDT

SELECT ALL REMOVE

Managing My Account

Click on the My Account tab to access your Account Information page. This page displays your login ID, first and last names, gender, preferred language, students, and other components related to receiving messages. Depending on your district's customized setup, you may or may not be able to add additional phone numbers, Text/SMS messages, email addresses, mailing addresses, and fax numbers.

LEANDER INDEPENDENT SCHOOL DISTRICT

PARENTLINK | Leander ISD | Log Out

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES ACCOUNTS ATTENDANCE REPORTS HELP

MANAGE ACCOUNTS GENERATE PASSWORDS

Test Account

BACK **SAVE**

Staff ID: test_account

Login ID: test_account [Change login ID or password](#)

First name: Test

Last name: Account

Role: Parent

School: Leander ISD

Gender:

Preferred language:

Message delivery: Always ask for this user's password before playing messages over the phone
To edit a phone number/address, click on it

Phone Numbers	Type	Enabled
<input type="checkbox"/> 511-212-34567	Home	<input type="checkbox"/>

Text/SMS Addresses
There are no text/SMS addresses. Click "Add" to add a text/SMS address.

Email Addresses
There are no email addresses. Click "Add" to add an email address.

Mailing Addresses	Enabled
<input type="checkbox"/> 12345 Street, City, State, Zip	<input checked="" type="checkbox"/>

Fax Numbers
There are no fax numbers. Click "Add" to add a fax number.

Change Your Login ID and/or Password

To change the login ID and/or password issued to you from your school or district, log in to Parent Link. Click on the My Account tab; this will display your account information, such as name, gender, etc. Click on “Change login ID or password” above your name.

This link accesses the Edit Login screen. Remove your login ID or password, type in a new login or password, and click “Save”. Your login ID must be unique; if you enter a non-unique login ID and attempt to save it, a red banner will appear stating “Error! Login ID: This login ID is already in use...you cannot use this Login ID.” Passwords have no restrictions and are not case sensitive.

The screenshot displays the Parent Link interface for Leander Independent School District. At the top, the district name and logo are visible, along with the Parent Link logo and a 'Log Out' link. A navigation menu includes links for HOME, SCHOOLS, MESSAGES, MY ACCOUNT, CLASSES, ACCOUNTS, ATTENDANCE, REPORTS, and HELP. Below the menu, there are links for 'MANAGE ACCOUNTS' and 'GENERATE PASSWORDS'. The main content area is titled 'Edit Login' and features three input fields: 'Login ID:', 'New password:', and 'Confirm new password:'. At the bottom of the form are 'BACK' and 'SAVE' buttons. A copyright notice at the bottom left reads '© 2008 PARENTLINK ALL RIGHTS RESERVED'.

Merge Accounts

If you have multiple students within the same district and are issued multiple login IDs and passwords, you can merge your accounts. Log in to Parent Link using one of your login IDs and passwords and have your other login ID(s) and password(s) available. Click on the My Accounts tab, then the sub-tab Merge Accounts. Enter the login ID and password of your other account(s) into the corresponding fields and click "OK". A banner will appear indicating that you have successfully merged your accounts and that the login ID and password you just entered are no longer valid.

LEANDER INDEPENDENT SCHOOL DISTRICT

PARENTLINK | Leander ISD | Log Out

HOME SCHOOLS MESSAGES MY ACCOUNT CLASSES ACCOUNTS ATTENDANCE REPORTS HELP

ACCOUNT INFO PHONE NUMBER / ADDRESS MERGE ACCOUNTS HOTLINE OPTIONS

Merge Accounts

If you belong to more than one organization on the system (for example: a parent with more than one child at school, or a teacher that teaches at more than one school) you may have a more than one account. "Merge" your accounts to be able to access all of your accounts using a single login ID and password.

Enter the login ID and password of the account you wish to merge with your current account:

Login ID:

Password:

OK