

Parent Portal User Name, Password, & Instructions Form

Household of _____:

Your signed Parent Portal Request and Agreement has been received by the Principal's office of your oldest child. A copy of that agreement is on the back of this form for your records.

To use your Parent Portal account you will need the following:

1. Internet connection
2. Browser able to load this Internet address:
https://sis.ddncampus.net/campus/mycampus/dell_rapids.asp
3. Your **User Name** _____ and your **password** _____.
4. Read Required Security Precautions & Features (the next section).

Required Security Precautions & Features:

1. When creating a password and user name, treat it as if it were a password to withdraw money from your bank account.
 - a. Do not use public access or untrusted computers to login into your Parent Portal. **It can be very easy to let a computer remember your site, user name, and password without intending for it to happen.** Always answer "No" when the computer asks to remember a password. In a later section with the heading of **How to Turn off Your Auto Complete**, there are instructions to keep your computer from saving passwords. These are required settings for using the Parent Portal.
 - b. Make a password your child will not know or think to use.
 - c. Do not write your password down where others will see it.
2. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Parent Portal again, parents will need to contact the Principal's office to have them re-enable your account.
3. If you leave the Parent Portal Web Browser open and inactive for a period of time, you will be automatically logged off.
4. When you are ready to end your Parent Portal session, make sure you click the "Log Off" button.

Parent Portal User Instructions:

1. Open your browser (Internet Explorer or Netscape).
2. Type the following URL into the Address bar and press the [Enter] key:
3. **https://sis.ddncampus.net/campus/mycampus/dell_rapids.asp**.
4. Type your **User Name** and **Password** in their respective boxes and click the "Log In" button.
5. You will see each child's schedule and attendance listed.
6. Click "Class Schedule" under your child's name to see your child's courses.
7. Click the notepad & pencil picture in table of courses to see grades and assignments for that course.
8. Click "Log Off" under "User Settings" to exit myCampus Parent Portal.
9. Next time, go to the Parent Portal by using the URL address in step #2 above and do step #3 again.
10. You may permanently change your **User Name** and **Password** to one more of your liking by clicking the "Change Account Info" feature listed on the left panel.

System Requirements (Your computer must meet or exceed the minimum following requirements):

(1) Internet connection speed should be 56K or greater). (2) Browser with 128K encryption – either Windows Internet Explorer (5.5 or greater), Mac, or Netscape. (3) A monitor with at least 800x600 resolution.

Troubleshooting: The school can only verify your Parent Portal login works using school computers. It can not be responsible for fixing or configuring non-school computers.

Required web browser settings for a PC computer: (Before using Parent Portal turn off AutoComplete!!)

1. **How to Turn off Your Auto Complete:** This will stop the user name and password from being entered automatically into the myCampus Parent Portal login area at login. A sample AutoComplete window is below.



- a. At the top of your browser, Click the “Tools” drop down menu, click “Internet Options...” bar, and then click “Content” tab.
 - b. Click the "AutoComplete..." button. Check only “Web addresses” box (no others).
 - c. Click on the "Clear Forms" button and then click “OK” button.
 - d. Click on the "Clear Passwords" button and then “OK” button.
 - e. Click “OK” button to close “AutoComplete Settings” window and save settings.
2. **How to Set Up Your Page Refresh Option:** This procedure will provide an updated version of your myCampus Parent Portal page when changes are made. For example, when changes are made to a student's report card or discipline record, changes will be saved. This procedure will only have to be done once.
 - a. On Internet Explorer 4.0, click “View” on your browser’s drop down menu.
 - b. On higher Internet Explorer versions, Click the “Tools” drop down menu, click “Internet Options...” bar, and then “General” tab.
 - c. Click the "Settings" button (half way down on right).
 - d. Click "Every visit to the page" under “Check for newer versions of stored pages:”
 - e. Click the “OK” button to close “Settings” window and save settings.

Required web browser settings for a Macintosh computer: (Before using Parent Portal turn off AutoComplete!!)

1. **How to Turn off Your Auto Complete**
 - a. On your browser’s toolbar, go to “Edit” – “Preferences” – “Forms AutoFill” – “Forms Auto Complete”
 - b. Move the dot to Disabled.
 - c. Click OK.
2. **How to Set Up Your Page Refresh options**
 - a. On your browser’s toolbar, go to “Edit” – “Preferences” – “Web Browser”
 - b. Check the “Every visit to the page” box or the “Update pages always” box (whichever appears).

Parent Portal Acceptable Use Policy for Parents (Parent Copy)

1. Parents will not share their **user name** and **password** with anyone, including their children.

2. Parents will not allow their computers to remember their password when using myCampus Parent Portal.
3. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
4. Parents will not use the myCampus Parent Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
5. Parents will not access data or any account owned by another parent.
6. Parents who identify a security problem with myCampus Parent Portal must notify the school district office immediately without demonstrating the problem to anyone else.
7. Parents who are identified as a security risk to the myCampus Parent Portal or any other Dell Rapids School District computers or network will be denied access to the myCampus Parent Portal.