

ActiveParent

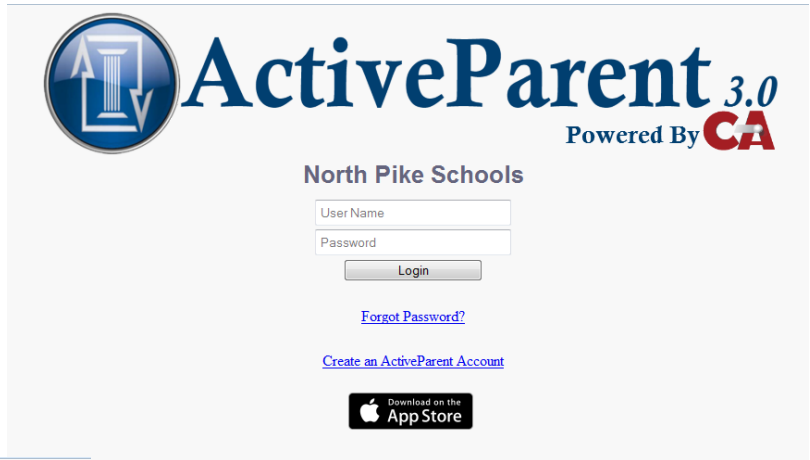
As you probably know by now, North Pike has switched to a different Student data base program, SAM Spectra. We are all still in the learning phase, so bear with us.

The “Parent Portal” is now called “Active Parent”. You will be able to see all of the same information as the previous program, Grades & Assignments, Discipline, and Attendance.

Log onto the Active Parent website...

https://northpike.activeparent.net

1. Create an ActiveParent Account
2. Follow the directions. Enter YOUR (required) information on the next screen.
CAUTION: USER names can not be changed after they are created.



In this section enter the PARENT'S/GUARDIAN's information.
**Please note: the Parent/Guardian requesting an "ActiveParent" account MUST have a valid email address.
You MUST enter YOUR ...

- FIRST NAME and LAST NAME
- HOME ADDRESS
- PHONE NUMBER
- EMAIL ADDRESS

3. Once you have successfully created an ActiveParent user account, you will be prompted to return to the login page.

Please fill out YOUR information.
You will be able to request particular students after logging in.

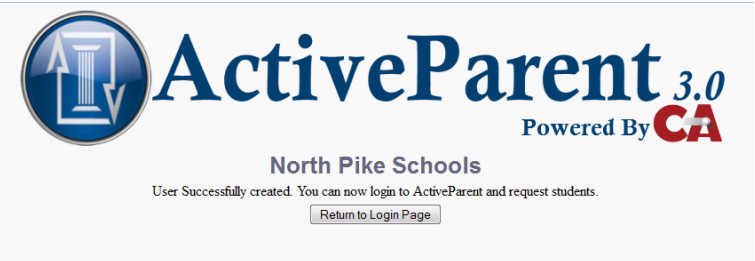
Name:
First Name Middle Name Last Name

Address:
Address City State Zip Code

Phone Number: Email Address:

User Name:
User Name

Password: Re-enter Password:



4. Log into your ActiveParent account.
5. The User Setup screen will appear displaying your account information.

User Setup

You have no students attached to your account yet. If you have already requested a student, please be patient while your request is processed. Rights to certain aspects of ActiveParent have not been set up. You are welcome to routinely check back by logging in at a different time.

Account User Name:	R...
Account Created Date:	8/23/2016 1:24:17 PM
Password:	[change] (hidden)
Full Name:	[change] R...
Address:	[change] mcombs, MS 39648
Phone Number:	[change] (555) 555-5555
Email:	[change]

- To attach your children to this account you must click the “REQUEST STUDENT” button.
- The required information must be entered to request a student to be attached to the account.

Request a Student

In this section enter the STUDENT's information.

****Please note: the Parent/Guardian requesting an "ActiveParent" account can have ALL children in their custody attached to their account.**

You **MUST** enter (for each student requested)..

- STUDENT's FIRST NAME and LAST NAME
- STUDENT's SCHOOL NAME AND GRADE LEVEL
- STUDENT's DATE OF BIRTH

Student Name:

Grade Level: School:

Student's Date of Birth: State Code (MSIS ID):

- Repeat the above process for each child to be attached to the account.
- Click the “Request Student” button.
- The screen will return to the User Setup screen and will list the students that have been requested for this account. The message: **Awaiting approval from a School Administrator**
- A School Administrator will approve or deny the request based on the information provided.
- Once students are approved, the Active Parent screen will look like the illustration below.



- If more than one student is attached to the account a dropdown box will appear on the upper right side of the screen. Choose a student to view information. Click on the tabs to see information.

The Icons in the Top right hand corner

SETTINGS



LOG OUT

