This guide is intended to take you through the use of the browser-based ParentsWeb at Holy Spirit Episcopal School. Screenshots of the system are included as well as descriptions of each element you may see.

ParentsWeb is primarily designed for Middle School students, but Primary and Lower School parents will benefit from using a couple of the modules. This guide will focus on the modules available to Primary and Lower School families.

The first step is logging into ParentsWeb. Using your favorite browser (Chrome, Firefox, Safari, or Microsoft Edge), navigate to www.hses.org. You will find the ParentsWeb link on the bottom right of the page – click this link.
If you have not created a ParentsWeb account, click on “Create New ParentsWeb Account” and follow the instructions. During the registration process make sure to use the same email address you have provided the school.

Once you are registered, you may log in by entering HSE-TX as the district code and then your username and password. Make sure “Parent” is selected and click “Login”

Another user's guide will be provided for the mobile platform of ParentsWeb.
Once you log in you will see the home screen:

The top banner will allow you to navigate away from ParentsWeb back to the Holy Spirit website. The home screen has four columns:

1. Parent / Student information column.
2. Announcements: Currently, only the weekly newsletters are posted here.
3. Events: This module is currently not in use.
4. School Calendar: Dates to Note: This column contains important calendar dates for the school.
We will now look at the first column in detail:

This column allows you to view all of the information contained within ParentsWeb. When you first log in you will find the “School Information” section expanded.

- School Home: This will take you to the ParentsWeb home page.
- Calendar: This page allows you to see the Dates to Note for the school year. The full HSES calendar is located on the hses.org website.
- Directory: This will allow you to view the school’s directory. Contact information for all families and staff are included.
- Classes: This will allow you to view your child’s schedule (Middle School).
- Photo Gallery: This allows you to view photos that teachers have uploaded of their classes. This feature is currently not utilized, but it will be gradually introduced this year. All photos are private and only viewable by those who are authorized to access ParentsWeb for the classes your child is in.
- Resource Documents: This page allows for the sharing of school-wide documents. This section is not currently utilized.
- Web Forms: This page allows users to update their personal information through the Family Demographic Form. Update options will be explored further into this guide.
- Student Information: This page will be explored further into this guide.
- Family Information: This page will be explored further into this guide.
- Resources: This allows the school to provide links to different resources. Currently there are no links provided other than a default RenWeb College Resource link.
Calendar:

Three main categories can be selected here:

- School: This contains the major events (school holidays, quarter dates, etc).
- My Classrooms: This option is not utilized at this time.
- My Homework: This option is for Middle School only at this time.

Directory:

You can choose between Family information (based on student or parent) or School Staff information here. You can further filter your results by grade level or class.
Classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Art-A</td>
<td>Art</td>
<td>Ms. Day</td>
</tr>
<tr>
<td>Second Ch. Ed.-A</td>
<td>Christian Education</td>
<td>Miss Flores</td>
</tr>
<tr>
<td>Second Grade-A</td>
<td>Second Grade</td>
<td>Owen</td>
</tr>
<tr>
<td>Second Music-A</td>
<td>Music</td>
<td>Mrs. Daniels</td>
</tr>
<tr>
<td>Second PE-A</td>
<td>Health and Fitness</td>
<td>Mr. Salazar</td>
</tr>
<tr>
<td>Second Science-A</td>
<td>Science</td>
<td>Burgason</td>
</tr>
<tr>
<td>Second Spanish-A</td>
<td>Spanish</td>
<td>Ms. Avila</td>
</tr>
</tbody>
</table>

Your child’s list of classes will be displayed. You can click on each individual class to go to that class’ page. If you have more than one student enrolled, you can choose between them at the top.

Photo Gallery & Resource Documents:

These sections are not being utilized currently.

Web Forms:

Web Forms

Document / Form

Family Demographic Form

If you wish to update your family information, click on “Family Demographic Form”
You can make changes to your personal information here. This information will be updated in the system within 2 to 3 business days.

Enrolled Students
Student Name: [Insert Name]

Student Medical
Student Name: [Insert Name]

Custodial Parents
Parent Name: [Insert Name]
Parent Name: [Insert Name]

Emergency Contacts:
Student Name: [Insert Name]

Transportation
Student Name: [Insert Name]

You can make changes to the following areas:

- Student demographic form
- Student medical form
- Custodial parent form (parent demographics)
- Emergency contacts
- Transportation options (others who can pick up your child during carpool)
Clicking on “Student Information” on the first column will bring up this menu:

- Student Home: This will return you to the main student page (the one that loaded when you clicked on “Student Information.” This page provides a summary of your child’s current information.
- Grades: Middle School
- Homework: Middle School
- Attendance: This page will display your child’s attendance.
- Schedules: This page will display your child’s schedule. This is primarily used for Middle School purposes.
This page provides you with the following:

- Homework by date or by subject: Middle School.
- Grade summary: Middle School.
- This Week’s Attendance: Your child’s attendance details will be listed here.

**Grades:** Middle School Only.

**Homework:** Middle School Only.

**Schedules:** This page will display your child’s official schedule. Primarily used for Middle School.
Clicking on “Family Information” on the left side column will bring up this menu:

- **Family Home**: This will return you to the main “Family Information” page. This page displays all family member’s information (phone, address, name, etc.) This page also displays your child’s service hours (Middle School). A link to the Family Demographic Form is also available here.

- **Family Profile**: This page displays all family member’s information – the same information found under “Family Home”

- **Username / Password**: This will allow the current user to change their username or password.

This concludes the Primary and Lower School guide to ParentsWeb. If you have any questions, please reach out to Mr. Smith at bdsmith@hses.org.