



Using Parent View

Once the parent has completed the online registration process, they need to go to the school that their child attends and complete the registration. At the school they will be given their username; their password will be sent in a follow-up email.

The Initial Log In directions can be followed after the parent has received their username and password.

After filling out the online form to request an account, the parent needs to present the unique key that was created during the registration process as well as a photo ID to the school's registration support person. The registration support person will validate the parent's identity to complete the process.

3 Important Information:

In order to complete your registration process, please print this page and take it, along with picture identification, to one of your children's school.

The school administrative staff will help you complete the registration process and activate your account.

A copy of this information has been sent to the email address you provided during registration.

Your unique key for this registration is **BC1C-86BC-BB14-6DC7**.

This unique key will expire in **20 days**.

PLEASE NOTE: You must complete the registration process at the school within the number of calendar days specified. Your unique key will expire at that time and you will be required to re-register for an account

OK

After the school support person has validated the parent, they will receive their username on the spot. The password will be emailed to the email account that the parent provided when they registered.

Initial Log In

1. Go to <http://fcps.blackboard.com>.
2. Enter the **username** that was given at the school.
3. Enter the **password** that was sent in an email. The password must be changed at the first log in.
4. Type a new password twice and click **Submit**. This will be the new password to use for your parent account.

USERNAME:	<input type="text" value="shomes100"/>
PASSWORD:	<input type="password" value="●●●●●●●●"/>

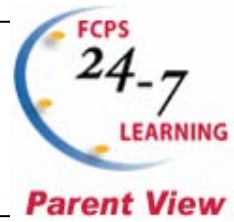
1 Change Password

Complete this form to change your password.

* Password:

* Verify Password:

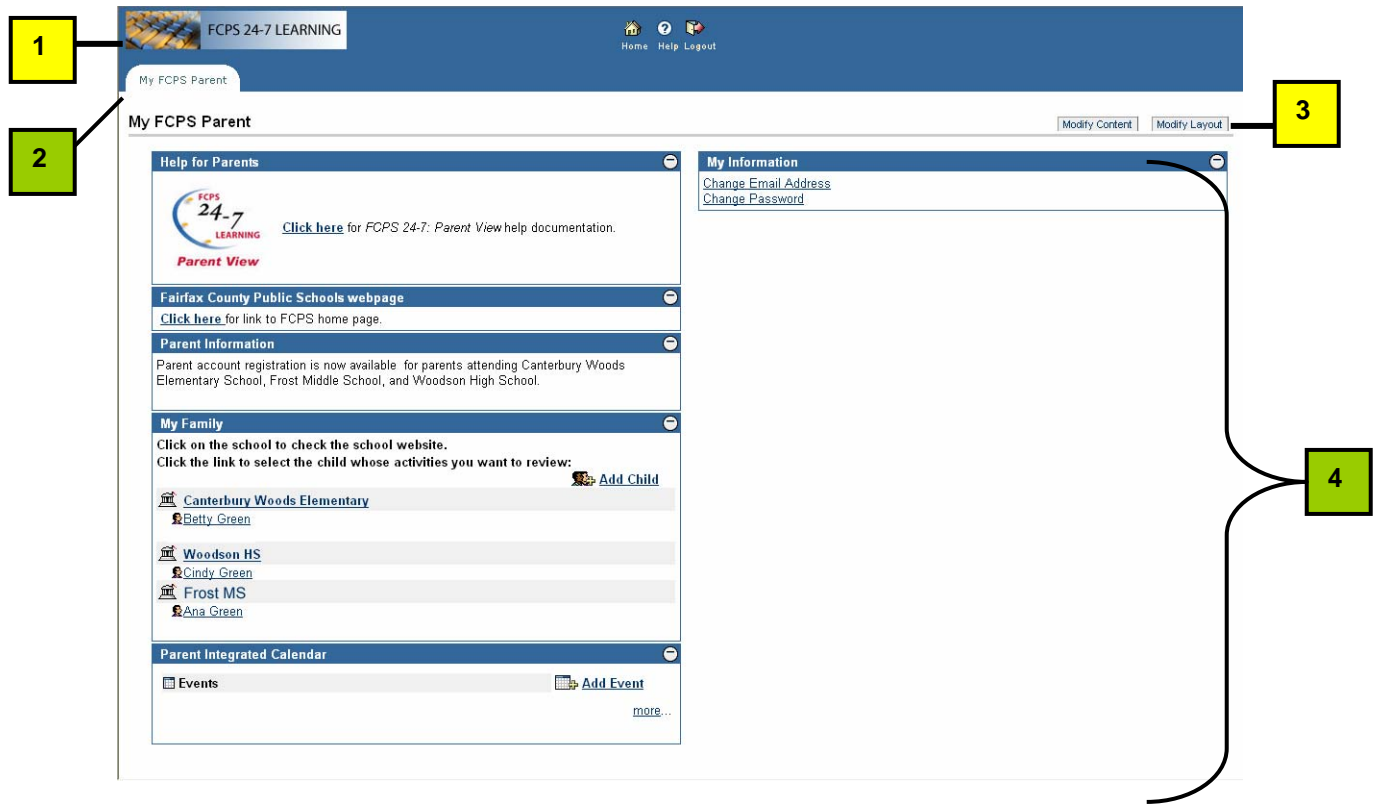




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FCPS Parent View:

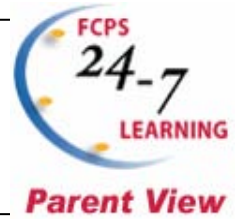
When you first log into FCPS 24-7 Learning you open in the My FCPS Parent page view.



1. **Header Frame-** clicking on the FCPS 24-7 logo will take you to the FCPS home page
2. **Tab-** navigation shortcuts that access common areas in FCPS 24-7 Learning
3. **Content/Layout buttons-** allow you to customize your my FCPS Parent page view
4. **Content Frame-** displays modules that contain specific information for the particular user. For example, the information provided is for a specific user such as a parent.



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Navigating in FCPS 24-7

Scroll down and find the **My Family** Module. There should be a link for each of the children that you registered.

The screenshot shows the 'My Family' module interface. It includes a blue header with the text 'My Family' and a minus sign icon. Below the header, there is instructional text: 'Click on the school to check the school website. Click the link to select the child whose activities you want to review:'. There are two callout boxes with arrows pointing to specific elements: one points to the 'Add Child' button with the text 'link to school Web site', and another points to the 'Jane Home' link with the text 'link to a list of child's available courses'. The interface also shows a school name 'Canterbury Woods Elementary' and an 'Add Child' button with a plus sign icon.

To get to the school website, you can click the name of the school.

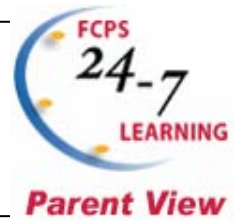
To get to your child's courses, click on the name of the child. A list of the available courses that your child is enrolled in will come up. You can click on the name of any course to go to that particular course site.

The screenshot shows a section titled 'Course and Other Details of: 1100296'. Below the title, there is a sub-section 'Courses Enrolled in' with the instruction 'Click on any class title to visit that class.' followed by three links: 'English - 6th Period', 'Math', and 'History 7th Period'.

**When courses are first created they are unavailable so that teachers can customize the various folders and items. Courses are visible when the teacher makes the course available.

If you add modules using the Content button, your screen will look slightly different. Go to the Customizing you're my FCPS Parent page on the next page for more information.

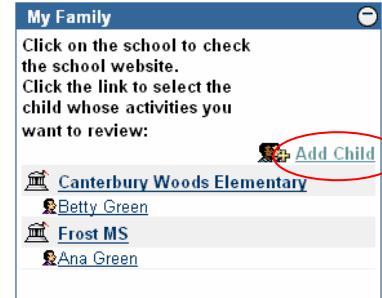




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Add A Child to your Current Account:

1. Scroll down and find the **My Family** Module.
2. Click the **Add Child** Link.



3. Enter your child's **First Name**, **Last Name** and **Student ID** number exactly as it appears on your child's report card or schedule.

1 Parent/Guardian Information

Your First Name is amy
 Your Middle Name is n
 Your Last Name is fa
 Your Address is 123 maple dr
 fairfax
 va
 22003
 Your Email is jlcoogen@gmail.com

2 Children Information:

First Name	Last Name	FCPS Student ID
Ana	Green	1000
Betty	Green	1001

3 Information about Child 4

* First Name +
 * Last Name +
 * FCPS Student ID

4 Submit

Click **Add Child** to add an additional child
 Click **Submit** to finish
 Click **Cancel** to quit and return to the FCPS 24-7 Learning login page

4. If you wish to add another child to the list, click the **Add Child** Button.
5. Once all the additional children are entered, click the **Submit** button.

6. After you click on **Add Child** or **Submit**, you will see this **Disclaimer** message. You must click on **Agree** to add the child to your account. If you click on **Do Not Agree**, the child will not be added to your Parent View Account.

Parent Registration

Disclaimer

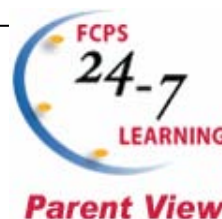
This registration is for your access to FCPS 24/7. It does not serve as your student's registration into the school.

Please note, this registration does not register your child or children as a student(s) in FCPS. Please visit <http://www.fcps.edu> for information about the FCPS student registration process. You will not be able to register for a FCPS 24-7 Learning account until you have at least one student registered in Fairfax County Public Schools.

DISCLAIMER:
 By clicking the "Agree" button set forth below I hereby certify that: (i) I am the parent and/or legal guardian of the FCPS student(s) identified above (each such student to be referred to herein as an "Identified Student"); (ii) I am legally entitled to have access to the educational records of each Identified Student; and (iii) my right to obtain access to any or all of such records has not been limited or denied by court order or other legal process that is in effect at this time. In the event that I determine that any information set forth in the "24-7 Learning Program" has been posted in error or that such information relates to or references a student other than an Identified Student, I hereby agree that I will promptly notify FCPS Information Technology Support Team at itfas@eam.fcps.edu in writing of such error or reference.

7. Now all of your children will show up in the **My Family** module.





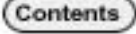

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Customizing your page view

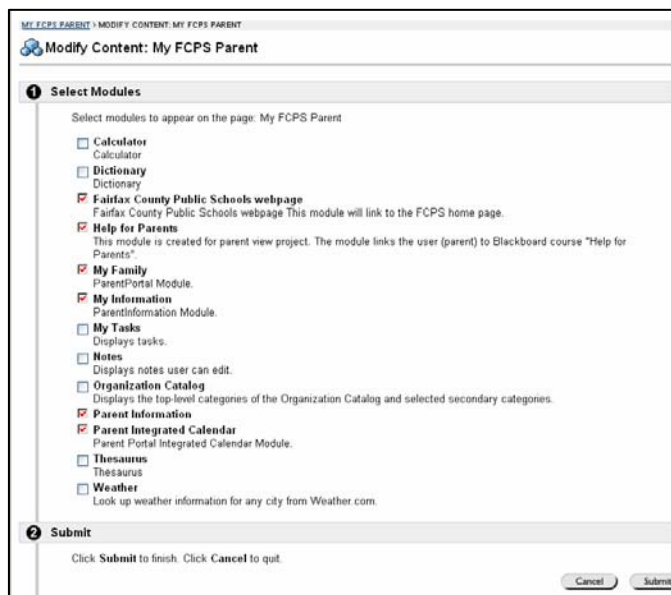
The **Content** and **Layout** buttons allow you to customize your *My FCPS Parent* page view.



To customize what is on your page:

- Click the **Contents** button  in the upper right hand corner of the screen.
- Select the modules you want to display. 
- Clear boxes for modules you want to remove.
- Click the **Submit** button when you are finished.

(Note that you can not remove modules with **red** check marks.)




On the confirmation page, click the **OK** button.



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To modify your module layout:

- Click the **Layout** button  in the upper right hand corner of the screen.
- Re-arrange the modules by using the arrows in the left and right column.
- Click the red **X** to remove modules.
- Select a Theme for your page.
- Click the **Submit** button when you are finished.

