## JEFF TECH

# Vision/MMS Grade Portal

### Parents

Click the following link to access the grade system/cafeteria system **Grade Book Portal - click here (**https://jcavts.paportals.studentinformation.systems) Note: You will be forced to change your password the very first time you log on.

#### Students

Click the following link to access the grade system. <mark>Students should use their student number for their user name and their network password as their password.</mark>

Grade Book Portal- click here (https://jcavts.paportals.studentinformation.systems)

#### Parent Instructions IMPORTANT: Please Read All Instructions

Jeff Tech provides a Grade Book Portal service that allows parents/guardians access to information regarding their child. If you choose to use this service, you may access various types of up-to-date information for your child such as their school and class attendance, discipline, daily grades and assignments, current quarter grade, scheduling information, etc. The Grade Book Portal also allows parents to update student and guardian information, complete or change many required informational forms and have access to their child's cafeteria account. Access to the cafeteria account allows parents to place money on their child's account and monitor or control their child's spending and options in the cafeteria.

Access to the Jeff Tech Grade Book Portal requires a parent to have an e-mail address on file with Jeff Tech. Without an e-mail address, you cannot have a Grade Book Portal Account. By completing an account, you are authorizing Jeff Tech to communicate with you via e-mail. Internet access and a valid e-mail account are required for access to the Grade Book Portal.

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Steps for access - if you have an account and forgot your password.

Use the link above to access the portal site and then follow the links for "Forgot password?" If you provide the proper requested information a new temporary password will be e-mailed to you.

#### Steps for access - if you have an e-mail on file with Jeff Tech.

If you have an e-mail on file, you can create your own parent account by using the link above and selecting the option to "Create Parent Account". You will need to know your child's Jeff Tech student number in order to complete the process. You will need to enter your first and last name exactly as we have it on record with Jeff Tech.

# Steps for access - you don't know if you have an e-mail on file or you are unable to create an account on your own or have other problems

If you need help getting access to the portal or creating and account, or if Jeff Tech does not yet have your e-mail address, use your e-mail account you want to connect to the portal and e-mail the following information to mms@jefftech.us

- 1. Parents First and Last Name
  - 2. Child's Full Name
  - 3. Child's Jeff Tech Student Number
- Once we receive your request via e-mail, an account will be created for you and you will be e-mailed your users name and temporary password. You will need to change your password the first time you logon. Use the link above to access the portal once you receive your account information.
  If you have more than one child attending Jeff Tech, there are links in the system to add your additional children to your account after logging on

If you need assistance with any portal issues, you can call the JEFF TECH IT Department at 814-201-9825. If instructed, use this link to allow the IT Department remote access to your computer.

#### **Remote Access** (http://docs.jefftech.us/TeamViewerQS.exe)