

The Mifflin County Academy of Science & Technology



INSTRUCTIONS FOR ACCESSING THE
PARENT PORTAL



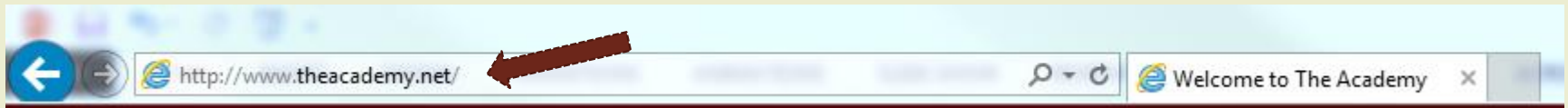
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ACADEMY



Navigate to www.theacademy.net



- Open a browser window (Internet Explorer, Firefox, or Chrome) and type www.theacademy.net into the address bar .





Click on the Parent Portal Link



Welcome to The Academy



SUMCD - Lewistown Children's Center
Leidy's Service Center
Spruce Hill Body Shop
Trinity Plastics
Yetter's Electric
SUMCD - Coleman House
Zion Hair Salon

Special thanks to the following businesses and industries for serving as an educational partner through our cooperative education program:

Bobby Rahal Toyota
Burnham United Methodist Day Care
Curt's Car Care
Frey Motors, Inc.
GME Communication
Hide-N-Seek
Lake Ford

Parent and Student Portal Links



Parent Portal
Parent Portal Registration Walkthrough (PDF)

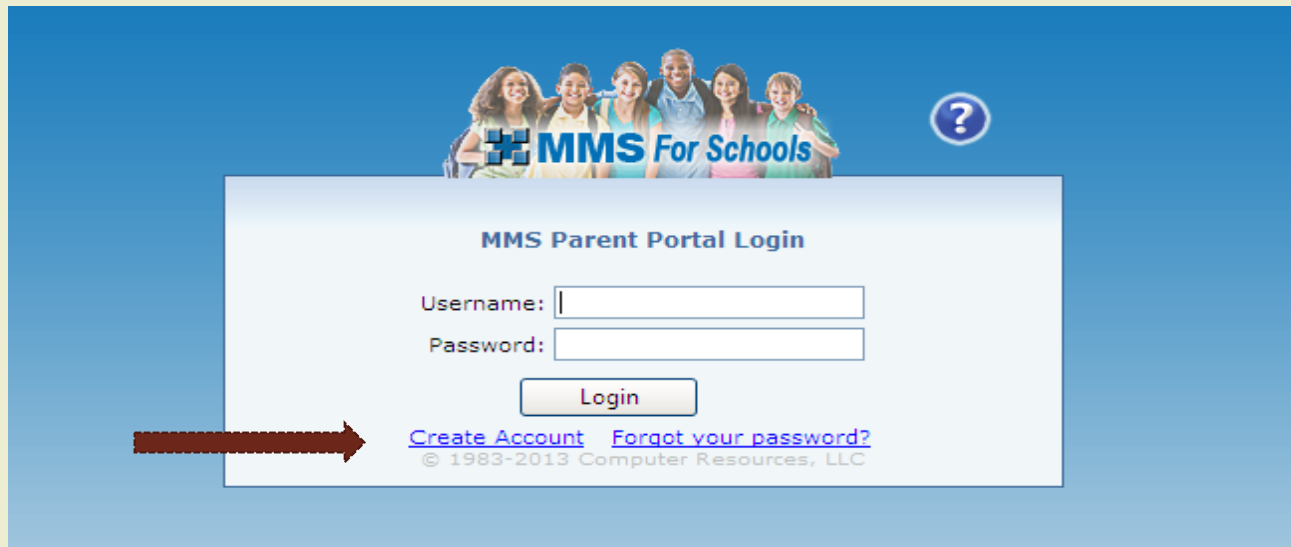
Student Portal



Login or Create Your Username/Password



- If you were part of our Pilot Group last year, you can simply login with the username and password that you created last year.
- If you have never used the Parent Portal, please click the “Create Account” link in your web browser.



The screenshot shows the MMS Parent Portal Login page. At the top, there is a banner with a group of diverse students and the text "MMS For Schools" next to a blue question mark icon. Below the banner is a white login form with the title "MMS Parent Portal Login". The form contains two input fields: "Username:" and "Password:". Below these fields is a "Login" button. At the bottom of the form, there are two links: "Create Account" and "Forgot your password?". A red arrow points to the "Create Account" link. At the very bottom of the form, there is a copyright notice: "© 1983-2013 Computer Resources, LLC".



Locate Important Information



- This is a sample of the letter you should have received from The Academy, please see the last slide of the presentation if you did not receive your letter.

This letter is to inform you that The Academy has added a Parent Portal that allows parents/guardians access to information regarding their child. If you decide to use this service, you may access your child's Attendance, Discipline and Grades.

In order for you to access your child's information, you will need to establish a parent portal account. If you wish to create an account, please use your computer's internet browser to go to the following website: www.mjctc.org and click on the link to the Parent Portal link where you will create an account. Enter the following information EXACTLY as shown below.

Parent First Name **Bob** Parent Last Name **Smith**
Parent Login Name: (Enter whatever login name you like)
John Smith's ID Number: 9999999999

If we do not list your name here as you would like us to have it, please let us know before you proceed. You will create only ONE account using the student ID number listed above. Once you have created your account, you will be able to add your other children to that account.

You may enter any Parent Login Name you like. A temporary password will be sent to the email address we have on file for you:

bobsmithfamily@gmail.com

If this is not the correct email address, please contact us before you proceed. Once you receive the temporary password, log onto the Parent Portal website again and enter your Login Name and temporary password. You will immediately be required to change the password to one of your own choice. Once you are logged on, you will see the name of your child whose ID number you entered when you created the account. If you go to the My Accounts tab, you will be able to add your other children to your account. You will need to know their ID numbers. If you do not know them, please contact our office and they will be emailed to you at the email address listed above.

Your child may access the Student Portal by logging onto www.mjctc.org and clicking the link to the Student Portal. The student will need to enter their name and their temporary password found below.



Enter Information From Your Letter



MMS Parent Portal - Windows Internet Explorer provided by Mifflin County School District

https://www.mms670.org/MMSGB/createaccount.aspx

File Edit View Favorites Tools Help

Favorites MMS Google Pennsylvania Career and Te...

MMS Parent Portal

MMS

Create Account
Complete the form below and click the 'Create Account' button to add your account to the system.

Note: Please enter your First and Last Name exactly as it is on record with the school. All fields are required.

Parent First Name: ←

Parent Last Name: ←

Parent Login Name:

Please enter the Student ID number. If you have more than one student, enter only **ONE**.
You will be able to add more students once your account is created.

Student ID Number: ←



Forget Your Password?



- If at any time in the future you forget your password, you need to click the “Forgot your Password” link on the login screen.

MMS For Schools

MMS Parent Portal Login

Username:

Password:

[Create Account](#) [Forgot your password?](#)

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Forget your Password?



- Then you enter your email address and your First Name and Last Name in order to have a temporary password emailed to you.

MMS Parent Portal - Windows Internet Explorer provided by Mifflin County School District

https://www.mms670.org/MM5GB/forgotpassword.aspx

File Edit View Favorites Tools Help

★ Favorites MMS Google Pennsylvania Career and Te...

MMS Parent Portal

MMS

Enter your username or email address below.

Username/Email Address: ←

Note: Please enter your First and Last Name exactly as it is on record with the school.

Parent First Name: ←

Parent Last Name: ←



Create a New Password



- Use the temporary password you received in your email as the “old password” and then type what you would like your new password to be.

The screenshot shows a web browser window titled "MMS GradeBook - Windows Internet Explorer provided by Mifflin County School District". The address bar shows the URL: https://www.mms670.org/MMSGB/SharedPages/ChangePassword_ParentStudent.aspx?Mode=NEW&UType=PAR. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "MMS" and "Google". The page content includes the MMS logo (v3.0.13), a user profile for "Smith, Bob", and "School Year: 13-14". A "Log out" link with a question mark icon is visible. The main heading is "Change Password". Below it, a message states: "Since this is the first time you are logging in, you must change your password." There are three input fields: "Old Password:", "New Password:", and "Confirm New Password:". A red arrow points to the "Old Password" field. A "Change Password" button is located below the fields. At the bottom, a note reads: "Your password must be at least 6 characters long. The password must have at least one letter and one number."



Logged In



- Once logged in, you will see the screen below. Click on your child's name to gain access to their information.
- You can also choose to click the “My Account” link if you have additional students to add to your account.

The screenshot displays the MMS (Management and Monitoring System) interface. At the top left, the MMS logo (v3.0.13) is visible. The user is logged in as "Smith, Bob" for the "School Year: 13-14". A "Log out" button with a question mark icon is located at the top right. Below the header, there are two buttons: "Students" and "My Account". Underneath, a list of students is shown, with "John Smith" (Mifflin-Juniata Career & Tech Center) highlighted in blue. A red arrow points to the name "John Smith".



Main Navigation Screen



- From this screen, you can check assignments, grades, discipline or even email the teacher simply by clicking on the hyperlinks.

MMS v3.0.13

Logged in as: Smith, Bob School Year: 13-14 Log out

Students My Account

Attendance Discipline Personal Info

Courses All Current Assignments Due (9) No Missing Assignments (0) No Course Announcements (0)

Student Name: John Smith

Available Courses: To access course specific information for one of these courses, click on the "Course Name" link in the table below.

Course Name	Course #	Sect	Term	Days	Start Pd	End Pd	Room	Teacher	Current Term	# Graded Assign'ts	# Missing Assign'ts
Elect Instal - II	009	02	YR	MTWRF	1	1	EI	YEATER, CHARLES	100.00	14	0

Click the instructor's Name to email them

Course



Sample Grade Screenshot



MMS v3.0.13 Logged in as: Smith, Bob School Year: 13-14 [Log out](#)

[Students](#) [My Account](#)

[Attendance](#) [Discipline](#) [Personal Info](#)

[Courses](#) [All Current Assignments Due \(9\)](#) [No Missing Assignments \(0\)](#) [No Course Announcements \(0\)](#)

Select Marking Period:

1 of 1

Daily Grade	001	Required	Tuesday 8/27/2013	5.00	5	Required
Daily Grade	001	Required	Wednesday 8/28/2013	5.00	5	Required
Daily Grade	001	Required	Thursday 8/29/2013	5.00	5	Required
Daily Grade	001	Required	Friday 8/30/2013	5.00	5	Required
Daily Grade	001	Required	Tuesday 9/3/2013	5.00	5	Required
Daily Grade	001	Required	Wednesday 9/4/2013	5.00	5	Required
Daily Grade	001	Required	Thursday 9/5/2013	5.00	5	Required
Daily Grade	001	Required	Friday 9/6/2013	5.00	5	Required
Daily Grade	001	Required	Monday 9/9/2013	5.00	5	Required
Daily Grade	001	Required	Tuesday 9/10/2013	5.00	5	Required
Daily Grade	001	Required	Wednesday 9/11/2013	5.00	5	Required
Daily Grade	001	Required	Thursday 9/12/2013	5.00	5	Required
Daily Grade	001	Required	Friday 9/13/2013	5.00	5	Required
Daily Grade	001	Required	Monday 9/16/2013	No Grd	5	Required
Daily Grade	001	Required	Tuesday 9/17/2013	No Grd	5	Required

Questions?



- If you have any questions please email Becky Fultz at bf28@mcsdk12.org or call her at 717-248-3933 x136.



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