

Camp Hill School District

**Guide to Your  
Parent Portal**

# **Guide to Your Parent Portal**

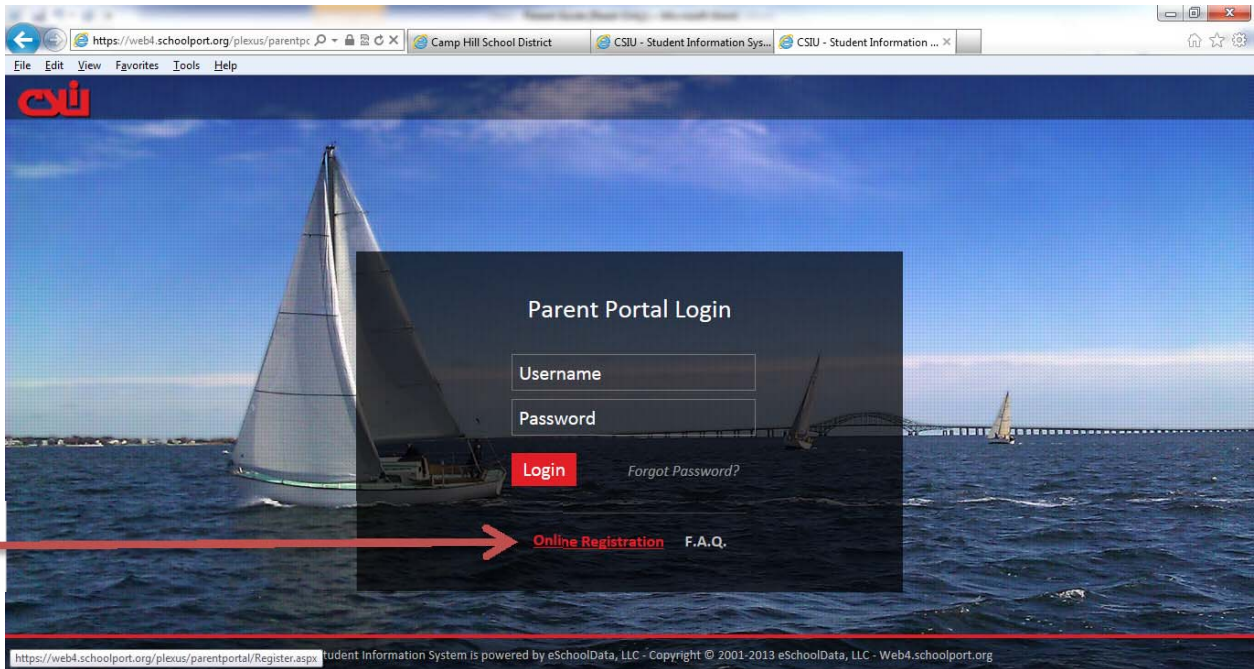
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# Login

Go to <https://parentSIS.csiu-technology.org>

Click on “*Online Registration*”



Enter all required information and click on “*Create Account Information*”.

The screenshot shows a web browser window with the URL <https://web4.schoolport.org/plexus/parentpr>. The page is titled "Parent Portal" and "Registration". It has three tabs: "Account Information", "Personal Information", and "Student Information". The "Account Information" tab is active. The form is titled "Welcome to Parent Portal Registration! STEP 1: Please enter your parent portal login information below." and contains the following fields:

- \* School District: Camp Hill SD (with a dropdown arrow and a note: "(Start typing your school district then select your district in the list)")
- \* Username: rsteele (with a note: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)")
- \* Email Address: teele@camphillsd.k12.pa.us (with a note: "(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)")
- \* Confirm Email Address: teele@camphillsd.k12.pa.us
- \* Password: [redacted] (with a note: "(Should be a minimum of 6 characters with at least 1 number)")
- \* Confirm Password: [redacted]
- \* Authentication Question: What's your pet name? (with a dropdown arrow)
- \* Authentication Answer: Doggy

A red arrow points from the bottom right of the form to a button labeled "Create Account Information >>".

Enter required personal information and click on “*Create Personal Information*”.

The screenshot shows the same web browser window, but now the "Personal Information" tab is active. The form is titled "STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file." and contains the following fields:

- \* First Name: Rita
- Middle Name: [redacted]
- \* Last Name: Steele
- \* Street Address: 340 N 21st St
- Apartment #: [redacted]
- \* City: Camp Hill
- \* State: Pennsylvania (with a dropdown arrow)
- \* ZIP Code: 17011
- \* Phone: 717 - 901 - 2600 x [redacted]

A red arrow points from the bottom right of the form to a button labeled "Create Personal Information >>". There is also a button labeled "<< Back to Account Information" to the left of the "Create Personal Information >>" button.

The footer of the page reads: "The CSIU Student Information System is powered by eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Web4.schoolport.org"

Enter required student information and Click “*Add Student to the above list*”.

You only need to enter **one** of your children to verify your identity and then click on “*Finish Registration*”.

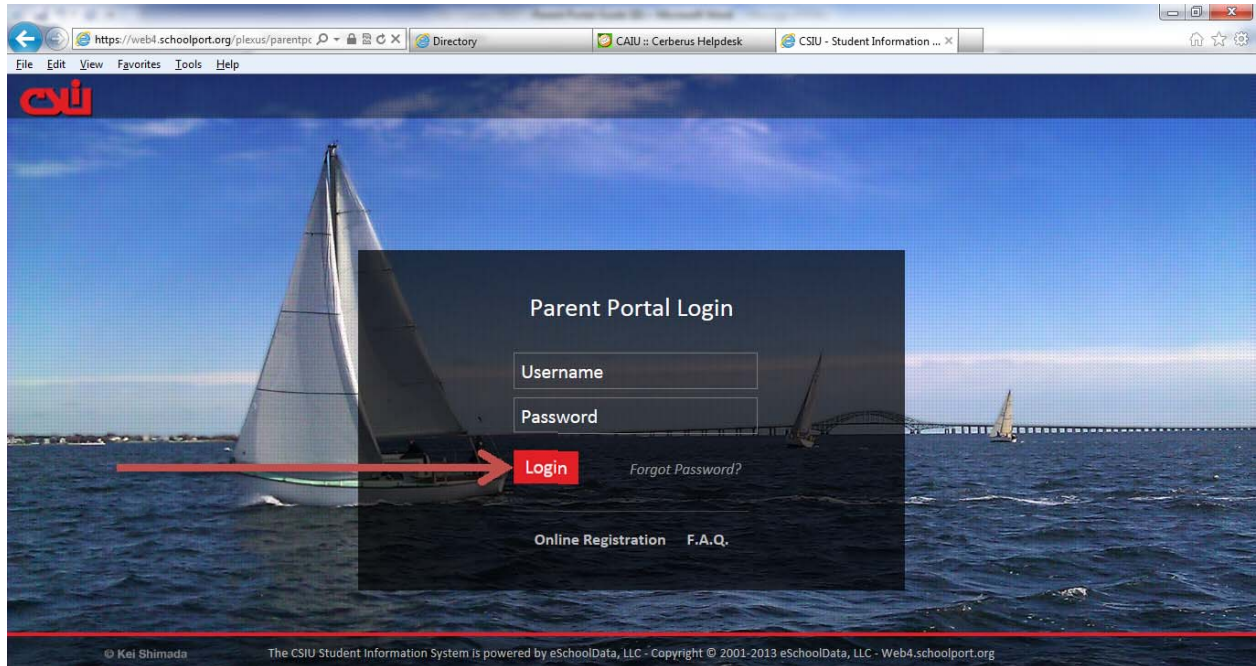
The screenshot shows the 'Parent Portal' registration interface. At the top, there's a header with the 'CSIU' logo and 'Student Information System' on the left, and 'Parent Portal' and 'CENTRAL SUSQUEHANNA INTERMEDIATE UNIT' on the right. Below the header, the 'Registration' section is active, with tabs for 'Account Information', 'Personal Information', and 'Student Information'. A message box states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this, there's a table titled 'My Student(s)' with columns for ID Number, First Name, Last Name, Grade, and School. Underneath the table is the 'Add Student' form, which includes fields for ID Number, First Name, Last Name, School (a dropdown menu), and Grade (a dropdown menu). There are also 'Add Student to the above list' and 'Clear' buttons. A red arrow points from the 'Add Student to the above list' button to the 'Finish Registration!' button at the bottom right of the form.

**You will receive an email when your account has been verified, please allow 1 day.**

The screenshot shows the 'Parent Portal' registration interface after successful registration. The header is the same as the previous screenshot. Below the header, the 'Registration' section is active, and a message box states: 'Your registration request has been processed successfully...'. Below this, a message box states: 'Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.' At the bottom of the page, there's a footer that reads: 'The CSIU Student Information System is powered by eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Web4.schoolport.org'.

Go to <https://parentSIS.csiu-technology.org>

Enter your Username and Password and click “Login”



# Basic Navigation

Navigating the features of the Parent Portal is accomplished by clicking on various areas of the screen.

The screenshot shows the Parent Portal interface for Central Susquehanna Intermediate Unit. The top navigation bar includes the CSU logo, 'Student Information System', 'Parent Portal', and user links like 'Home', 'My Account', 'Help', and 'Log off'. The main content area is divided into several sections:

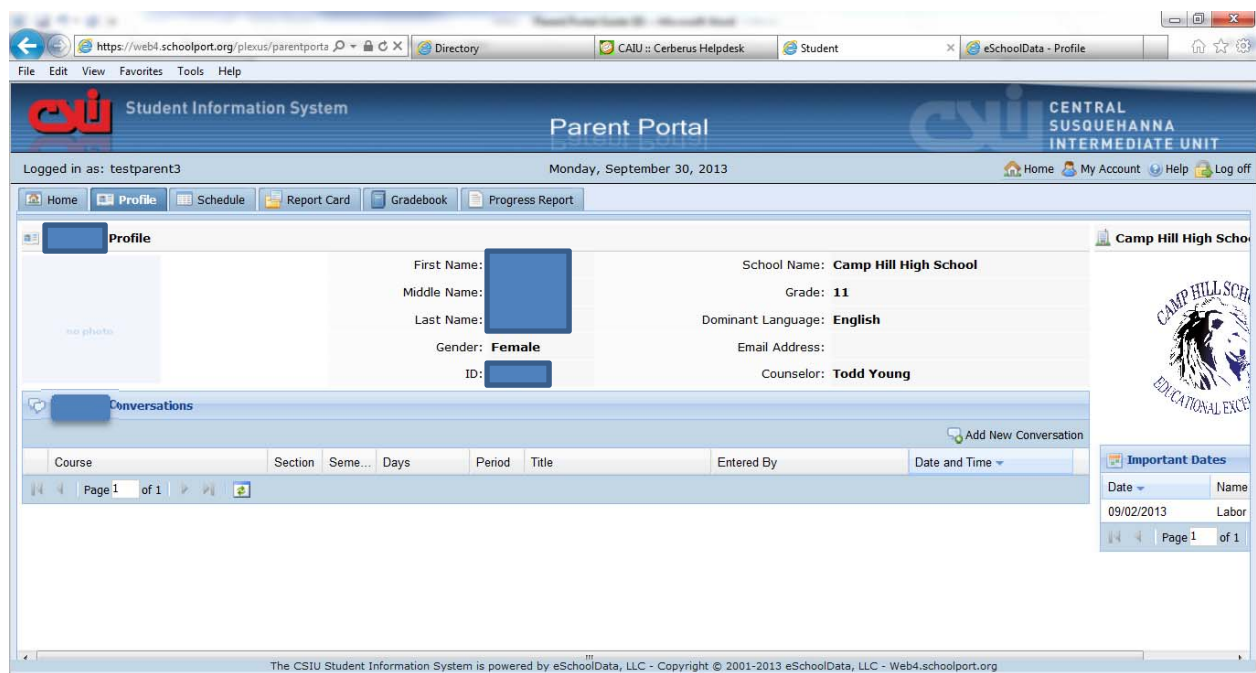
- Recent Activities:** A table on the left with columns 'Activity', 'Start', and 'End'. It lists various actions like 'Logged On', 'View Student', 'Add', 'View', 'View Student', 'View', 'View BRY...', 'View ALEX...', and 'View ALEX...'. A red callout '1' points to the 'View ALEX...' entry.
- Student(s):** A table with columns 'ID', 'First Name', 'Middle Name', 'Last Name', 'School', and 'Grade'. It lists five students. A red callout '4' points to the student with ID 16.
- Announcement(s):** A table with columns 'Title', 'Description', and 'School'. It shows one announcement. A red callout '3' points to the announcement.
- Uploaded File(s):** A table with columns 'File Name', 'Description', and 'District/School'. It shows one file. A red callout '2' points to the file.

At the bottom of the page, there is a footer with the number '7'.

1. Displays the recent activity on your parent portal.
2. Displays listing of files uploaded by the district.  
-If you see a file listed, click on it and you can either save it or open it.
3. Displays announcements from the district.  
-If you see an announcement listed, scroll your mouse over it to see the message.
4. List of your children.  
-Click on one of your listed children to see information about that child.



A series of tabs appear in the upper section of the screen. See the next page for an explanation of each tab.



**Home:** At any time, you can return to the main page by clicking on the Home tab.

**Profile:** This tab shows general information for each of your children.

**FOR GRADES 6-12 ONLY (Schedule, Report Card, Gradebook, and Progress Report):**

**Schedule:** Your child's schedule (by semester).

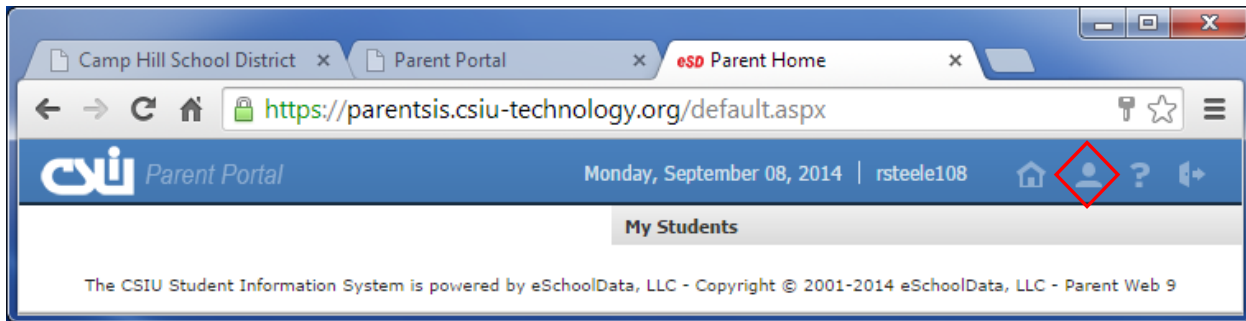
**Report Card:** A view of your child's report card.

**Gradebook:** Click on Classes to see grading information by class. Click on the specific class for details.

**Progress Report:** A view of your child's progress report (if applicable).



# My Account



In the upper right corner of the screen is a section named My Account. Clicking on this will open the **Update Account Info Tab** from this tab you can update Account information (Username, Password, and Email Address)

A screenshot of the 'Update Account Info' form within the Parent Portal. The form has a tabbed interface with three tabs: 'Update Account Info' (selected), 'Personal Information', and 'Environmental Settings'. The 'Update Account Info' tab is active and contains three sections: 'Change Password', 'Change Username', and 'Change Email'. The 'Change Password' section has fields for 'Old Password', 'New Password' (with a note: '(should be a minimum of 6 characters with at least 1 number)'), and 'Confirm Password'. The 'Change Username' section has fields for 'Your Current User Name', 'New User Name', and 'Confirm User Name'. The 'Change Email' section has fields for 'Current Primary Account Email Address', 'New Primary Account Email Address', and 'Confirm New Primary Account Email Address'. A blue 'Update Account Information' button is located at the bottom right of the form.

**Personal Information Tab** from this tab you can update

Guardian Demographic information (Salutation, First/Last Name, Gender, Education Level, Telephone Number(s), and Email Address(es))

The information listed below reflects what is currently stored in the district's student management system. To add or update your personal information, please enter your changes below and click "Update Personal Info".

**Basic Information**

Salutation: --Select--  
First Name: Rita  
Last Name: Steele  
Gender: ☒ Female ☐ Male  
Education Level: --Select--  
Mailing Address:

**Phone Information**

Add Phone

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority
<input checked="" type="checkbox"/>	7179012600		Home Phone	<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>			Cell Phone	<input checked="" type="checkbox"/>	2

**Email Information**

Add Email

Delete	Email Address	Email Type
<input checked="" type="checkbox"/>		HOME

Update Personal Info

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## Miscellaneous

**Help:** There is a button in the upper right corner of the screen that, when selected, will display a number of Frequently Asked Questions.

**Printing:** There are buttons throughout the program that allows you to print a particular page.

**Mobile URL:** <https://msis.csiu-technology.org/mobile/parent>

## Logging off the program

When you are finished, please log out of the program by selecting the "Log Out" button in the upper right corner of any screen.

# Parent Portal Use

Parent Portal is parent/guardian access to a variety of student-related information. It has been designed to be used as another form of communication with teachers and administrators to help support your child(ren)'s education.

As a condition of using the Parent Portal, I, as a legal parent or guardian, have read and understand the following:

1. Username and passwords are to be kept confidential. Do not give your password to your child(ren).
2. If you notice an error with any of your child's information or with the system, please e-mail [rsteele@camphillsd.k12.pa.us](mailto:rsteele@camphillsd.k12.pa.us).
3. If you notice a mistake with any of your child(ren)'s grades, please e-mail his/her teacher directly.
4. Concerns about grades and assignments should be addressed to your child's teacher.
5. The school district is providing access as a privilege, and if abused, access may be revoked at any time.
6. Camp Hill School District and its directors, employees and agents are not responsible for any claims and/or damages arising from my use or inability to use the system.