

SDMS



How do I use SDMS: Create Parent Portal User?

SDMS is a central browser-based system responsible for management of student data across the multitude of systems (and data formats) used throughout school systems. We implement SDMS with our PayForIt.net (PFI) product for this purpose, but it is also a valuable tool for District's not using PFI.

SDMS offers a variety of modules that can be added-on to a District's enterprise at any time, once the base package of SDMS is installed. The Add-on Modules offer the functionality often needed in School Districts today. New modules are added as our customer needs dictate. We offer the modules in an ala carte format so that each District can expand at their own pace and also only pay for only what they need.

SDMS ensures the data coming from the District's SIS is cleansed and formatted properly, and also provides the capability of updating between systems. Because of this design, School Districts can apply updates (to fees and/or balances) in either the PFI or SIS system, and SDMS will ensure that the most recent update is applied appropriately and the two systems are in synch.



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Create a User ID and Login

- 1) During registration on the SDMS site:
 - a) You must first add a student and then create your login. Please gather the student information; students first and last name, and student ID, as provided by the school prior to the following steps.

Administrative accounts should be added by the district administrator or user with administrator rights. The user can be created using this method, but their rights and privileges will need to be updated.

- 2) From the main SDMS screen, choose the New User Registration link:

Username: [New User Registration](#)

Password: [Password Recovery](#)



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- 3) On the Create New User screen, choose whether you are a student or a parent.

Create New User

In order to create a log in you will need to provide your or your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you unsure about this information.

I am a:

- Select-
- Student
- Parent

- 4) Once the student/parent designation is chosen, the screen will change to the needed information to create the account.



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Student:

Create New User

In order to create a log in you will need to provide your or your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you unsure about this information.

Email Address:

Student Id:

Student First Name:

Student Last Name:

Continue

Cancel

- a) **Email address:** Enter the email address to be used for password recovery, and notifications.
- b) **Student ID:** Enter the student ID as provided by the school.
- c) **Student First Name:** Enter the student first name as provided by the school.
- d) **Student Last Name:** Enter the student last name as provided by the school.



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Parent:

Create New User

In order to create a log in you will need to provide your or your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you unsure about this information.

Your First Name:	<input type="text"/>
Your Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Student Id:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>

- a) **Your First Name:** Enter parent first name
- b) **Your Last Name:** Enter parent last name
- c) **Email address:** Enter the email address to be used for password recovery, and notifications.
- d) **Student ID:** Enter the student ID as provided by the school
- e) **Student First Name:** Enter the student first name as provided by the school.
- f) **Student Last Name:** Enter the student last name as provided by the school.



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- 5) Confirm the information:
 - a) Press the Continue button to save the changes
 - b) Or press the Cancel button to return to the main SDMS screen.

- 6) On the Log In Information screen:
 - a) **User ID:** Choose a unique user ID
 - b) **Password:** Enter a password, using the password parameters – contain a number, lower case letter, an upper case letter, and must be between 8-20 characters.
 - c) **Confirm Password:** Retype the password entered above.
 - d) **Security Question:** Enter a security question for your account, for password recovery.
 - e) **Security Answer:** Enter the answer for your security question, for password recovery.
 - f) **Confirm Security Answer:** Retype the security answer entered above.



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Log In Information

Your student information has been verified.
Please enter the following information to create a user account.

User Id:

**Password must contain a number, a lowercase letter, an uppercase letter,
and be between 8 and 20 characters long.**

Password:

Confirm Password:

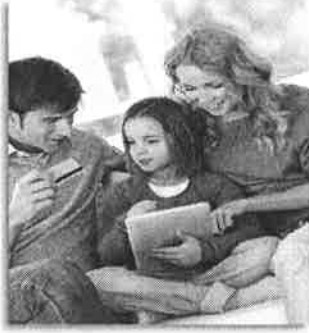
**Your Security Question and Answer will enable you to reset your password if you forget it.
Select a question that has an answer that can not be easily figured out by someone else.**

Security Question:

Security Answer:

Confirm Security Answer:

- 7) Press the Continue button to save the changes, or press the Cancel button to return to the main SDMS screen.
- 8) SDMS will return to the login screen, with the created user ID auto-populated in the Username field.
- 9) In the password field, enter the password created in the above steps.
- 10) Press the Log In Button.



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Home

- 1) The home screen will show news and system news if available.