

INOW HOME PORTAL

What is INOW HOME PORTAL? It is a program you access (via the web) that allows you to see your child's grades, absences, schedule, progress reports and report cards.

If you used INOW last year your password and username will remain the same.

If you are new to INOW HOME PORTAL or you have forgotten your password or username; when school begins we will send home a form for you to sign up for INOW or you can request the information you have forgotten.

If you do not return the form you may send an email to KHaessly@pelhamcityschools.org or TWiglesworth@pelhamcityschools.org

In the email include your name, your student's name, if you are new to INOW or have forgotten any information, and the last 5 of ssn or student ID.

The following are specific instructions for accessing INOW Home Portal.

1. Visit <https://inowhome.pelhamcityschools.org>
2. Or go to the Pelham High School website (even though you are a PPMS student) and click on the Information**NOW** box to the right of the LARGE PICTURE.



Login Screen

- Open a Web browser window.
- Enter the *User Name* and *Password* you were given. Click **Login**.
- The first time you log in, you will be prompted to reset your password for security purposes. You will enter the old password (the one you were given), then enter your chosen new password and retype it in the space provided. Click **OK** to save the changes.

Student Information

Student Information
Attendance
Grades
Schedule

Attendance

- Displays the child's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school
- Click the **Date** of the absence to view more details.
- **View Period Absences:** Click to view a list of all periods missed.
- **View Check In/Check Out:** Click to view a list of the dates/times that your child checked in or out from school.
- **Term:** All terms will display by default. Click the drop arrow and select to view the absences by term.

Grades

- Displays all of the current running averages (grades) for your child's classes.
- **Grading Period:** The current grading period will display by default. Click the drop-list to select a different grading period.
- **A:** Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the + button to view more details about the activity. Click the **Progress Report** button to view/print a report for your child's activities for this class. **Note:** Teachers designate which classroom activities are to be visible in the home portal.
- **D:** Click to view more details about your child's grade for this class.

Schedule

- Displays the schedule that your child has for the selected year (academic session). All terms will display by default but you may click the **Term** drop-list and select to view just one term of your child's schedule.

Reports

Reports
Comprehensive Progress
Report Card

InformationNOW uses Adobe Acrobat Reader to display reports.

To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at <http://www.adobe.com>.

- **Comprehensive Progress:** A list of activity grades such as homework, quizzes, or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments

System Preferences

System Preferences
Settings

Settings

- **Email:** Enter the primary e-mail address for communications with the school.
- **Change Password:** To change your password, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:
 - Must be a minimum of eight alpha-numeric characters in length.
 - Must contain at least one number and one letter.
 - Cannot be *password*, *pass*, *administrator*, *admin* and **cannot be the same as the username**.