
Quick Reference Guide:

Portal Access for Parents

*This guide will help parents/
guardians navigate the use of the
Portal in the MT Edition of AIM.*

*Topics covered in this Quick
Reference Guide include:*

- *Accessing the Portal*
 - *Navigating the Portal*
 - *Account Maintenance*
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This guide is designed to walk parents/guardians through the use of the Parent Portal functionality of the MT Edition of AIM. Parents/guardians will learn how to access the portal, navigate to their child's IEP and maintain their Portal account.



Before beginning, consider the following:

1. What is the Parent Portal and why should I use it?

- The Parent Portal in the MT Edition of AIM is designed to give parents real-time access to their child's IEP. *page 2*

2. How do I access the Parent Portal?

- Districts will supply parents/guardians of students who have an active IEP with a web address, a user name, password and instructions for accessing their student's information. *page 2*

3. I'm logged in, now what?

- Once logged into the Portal, navigate to the correct student. The IEP is found under Reports. *page 3*

4. I forgot my user name and/or password – now what?

- Parents/guardians should contact their child's teacher (and/or Special Education Case Manager) in the event that a user name/password is forgotten or the account becomes disabled. *page 4*

Portal Access

The **Parent Portal** is a function of the MT Edition of Infinite Campus designed to give parents/guardians real-time access to student records – specifically a student's Individualized Education Plan (IEP).

Parents/guardians with **Portal** access may view and/or print copies of the IEP at any time once the IEP has been completed.



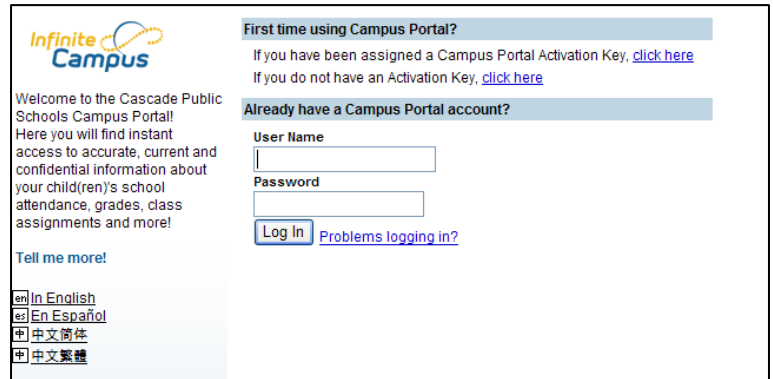
The district will supply parents/guardians with the district's portal web address, their user name & password and instructions for accessing the Parent Portal.

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Navigating the Parent Portal

To log into the Portal, enter the district's web address in the address bar of the web browser (adding the site to favorites is recommended).

Enter the *User Name* and *Password* supplied by the district. Click **Log In**.



Once logged in, a parent/guardian may have access to one child or multiple children.

If one child, the child's name will appear in the upper left corner of the page.

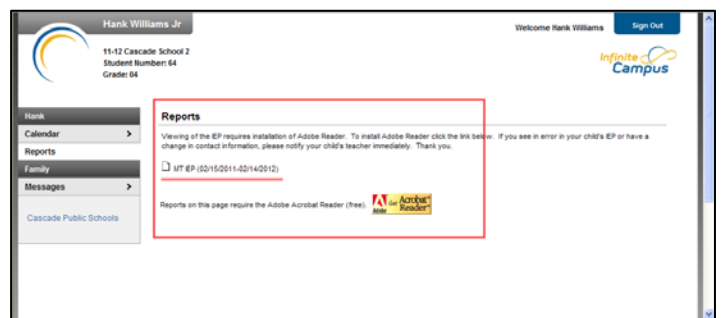
If multiple children, click the **Switch Student** toggle to select a student.



Navigate to **Reports** (on the left-hand menu bar).

The IEP will appear under the **Reports** header. If the IEP is not visible, contact the child's teacher and/or Case Manager. Click the IEP to view it.

NOTE: If you do not have Acrobat Reader installed, you will have to install the application before viewing the IEP.



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Recovering User Names and Passwords

User names and passwords cannot be recovered from the website. Please contact your child's teacher and/or Case Manager for issues related to user names and passwords.

NOTE: The account will become disabled after 5 consecutive unsuccessful attempts to log in.