

Gideon School District Parent Web Portal Help and Guidance

When you log into the Gideon School District Parent Web Portal you will see a “desktop”. This is your control center. You can get to some functions using the icons on the desktop. Other functions are available through the EzStart button.

IMPORTANT NOTE: Remember to make sure your pop up blocker is turned off in order to get full functionality within the Parent Portal. If your pop up blocker is not turned off, you will not be able to print some items from within the portal.

Getting Started

After logging into the system you will see a “My Student Summary Information” Icon on your desktop. If you click on this icon, it will open up a screen where you can access the records for your child(ren). If you have more than one student enrolled in our district and they are not listed on this screen, you can add the student by following the instructions given below under “Adding Additional Students to Your Parent View”.

To access information about a student, simply click on that student's name in the “My Student Summary Information” listing. This will bring up information for that student. There will be a summary banner at the top of the screen. Along the left hand side of the screen you will see all of the information modules that you have access to. You will have to use the scroll bar next to those modules to scroll through the various available modules. Clicking the “More” button by any of the modules will open a detail screen on the right where more information is available. There are many “mouse over” information options and additional “clickable” areas on some of the detail screens that will provide even more student information. In some cases you will have a date range displayed at the top of the detail screen. You can modify the date range and click the “search” button to find data for any range of dates. An example of this is shown in one of the screen shots below.

Adding Additional Students to Your Parent View

If you have received login information for multiple students, you may have to add the students to a single view. The system will attempt to pull all of your students together under one login, but if the system is unsuccessful, you may have to do this manually. After logging into the system you can click on the “My Student Summary Information” Icon. This will open a screen where you can access the records for your child(ren). If you have students that are not listed in the listing, you can add the student by using the “Add My Other Students” button near the top right of the screen. You will need the Portal Student ID# for that student, the Parent Access User ID for that student, and the Parent Access User Password for that student in order to add additional students. Once you have pulled all of the students together under one login, you will only need that login to view your students.

Changing Your Password

This is a secure system that protects access to your child's information. You are responsible for protecting your user ID and password. You may change your password by going to the EzStart button, selecting the “Personal Center” option, and then selecting the “Change Password” option. We recommend that you use a secure password and that you change your password on a regular basis.

Student Registration Info Update

The portal provides a means by which you can update your address, cell phone numbers, email addresses and other vital student and parent contact information. It is vitally important for us to have accurate student registration information. We would ask for your assistance in updating this information anytime there is a change. This will allow us to implement other functions of our student information system and provide you with even better data. A screen shot of this process is shown below.

Emergency Contact Information

You can use the portal to update your emergency contact information. It is vital for the district to have current emergency contact information in case of emergency. You can verify the contact information we have on record by accessing the Emergency Contact Module for each of your children. Clicking on the "More" button will open up a screen where you will see the emergency contacts that we have on file and provide you the option to add, delete, or edit emergency contacts. A screen shot of this process is shown below.

If you need additional assistance, contact the appropriate building office for guidance on how to receive that assistance.

Login Screen

The screenshot shows the Lumen Software login interface. At the top center is the Lumen Software logo, which consists of a red diamond shape with four arrows pointing outwards, followed by the text "Lumen™ SOFTWARE". Below the logo, the version "Lumenation 7.0.3" is displayed. The main login form is a light gray box containing the following fields and buttons:

- Server Name:** Gideon School District
- Location ID:** A text input field containing the letter "1", followed by a "Search" button.
- Login Name:** An empty text input field.
- Password:** An empty text input field.
- Enter:** A button located below the password field.

To the right of the login form is a black-bordered box titled "Login Screen" containing a numbered list of instructions:

- 1) Enter the Location from your login information letter
- 2) Enter your Parent Access User ID
- 3) Enter your Parent Access User Password
- 4) Click on the "Enter" button

Four red arrows point from each instruction in the list to the corresponding input field or button in the login form. Below the login form, the text "Powered By [Lumenation.](#)" is visible. At the bottom of the page, there is a copyright notice: "(c) 2001-2007 Copyright. [Lumen Software / GeKL Technologies, Inc.](#) All Rights Reserved." and a footer bar with the URL "websis.lumensoftware.com" and a small icon.

Updating Emergency Information—Scroll down to the Emergency Contact Summary Box and then click “more” to open the Emergency Contact Details.

Gideon School District

Attending School: Gid
 Grade: [REDACTED]
 Age: [REDACTED]
 Graduation Year: [REDACTED]
 Counselor: Marilyn Ow

04-15-2001 Terra Nova Mathematics/04
 04-15-2001 MAP Mathematics/04
 04-15-2000 MAP Communication Arts/03
 04-15-2000 Terra Nova Communication Arts/03

Emergency Contacts [more>>](#)

Emergency Contact Summary Listing.
 Emergency contact details with options to Edit, Delete, or Add.
 Mouse over the contacts to view the current information.

Student Emergency Contact Information

[Edit](#) [Delete](#) [Add New](#)

#	Emergency Contact	Relationship	Contacts
1	[REDACTED]	Father	Contacts <input type="checkbox"/>
2	[REDACTED]	Mother	Contacts <input type="checkbox"/>
3	[REDACTED]	Grandmother	Contacts <input type="checkbox"/>

Total Recs: 3

page: 25

Click the check box after a name and then click "Edit" to edit information.
 Click the check box after a name and then click "Delete" to delete that emergency contact.
 Click "Add New" to add a new emergency contact.

If you forget your password or username you can contact the appropriate office for further instructions.