

Troubleshooting

1. If necessary, please make more than one attempt to access your account prior to contacting support.
2. Users may attempt to enter their password correctly up to nine times, upon which your account will be locked. Additionally, you have up to three tries to answer your password clue questions, before your account is locked.
3. Remember that your password and user name are case sensitive.
4. If you exit without logging out, you could become locked out of your account. **BE SURE TO ALWAYS LOG OUT !**
5. Please note there is a 24 hour turn-around time for information to be updated, and teachers are afforded 5 work days to enter assignment grades.
6. Anti-virus software and an older version of a browser may prevent ***i-Parent*** from functioning properly.

Important: The systems are taken off line for weekly maintenance every Sunday evening from 12:00 PM until Monday morning 6:30 AM. During this time, you will not be able to access the ***i-Parent*** system.

for initial support ...

***Please contact
Your School***

for technical support...

Please contact
Angie Deming
ademing@ccboe.net
Technology Department
Columbia County School System

*“Providing a world-class
education for all students”*

Columbia County School System
4781 Hereford Farm Road
Evans, Georgia 30809
(706) 541-2723

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*i-Parent
i-Parent*

**Parent On Line
Registration**



EQUAL OPPORTUNITY EMPLOYER

What is *i-Parent*?

i-Parent is a web based application for parents to receive electronic access to student grades. It is designed specifically to provide parent/guardian read-only access to certain student information that is stored within the Columbia County School's Student Information System from any Internet connected computer.

A parent/guardian must register for access to *i-Parent*. Once a parent/ guardian has a user name and password, information about their child's attendance, grades, and class schedule will be accessible anytime from any Internet connected computer.

Creating an Account

After registering for *i-Parent* at your child(ren)'s school, you may create your account by doing the following:

Type in the Columbia County School System's web address:

<http://www.ccboe.net/>

1. Click on the *i-Parent* link.
2. Choose "I haven't registered yet."
3. Enter district # 0636
4. Enter parent access key exactly as written with NO SPACES.
5. Enter the birth date of your oldest child currently enrolled in the school district.
6. Create your own user name (at least 6 characters).
7. Create your password (read listed requirements).
8. Answer password hint questions.
9. Log in.
10. Select a student name to view student information.

Using *i-Parent*

Go to the following web site:

<http://www.ccboe.net>

1. Click on the *i-Parent* Link.
2. At the login screen, enter the district # 0636, your user name, and your password.
3. Click login.
4. Select a student name to view student information.
5. Your child's daily schedule will be displayed along with three choices from the menu at left for your child's student record. These three choices are:
 - A. Attendance – view daily attendance, yearly summary and details.
 - B. Gradebook – view a child's schedule for each term.
 - C. Schedule – view a child's daily schedule.
6. The other choices from the menu at left are administrative. They are:
 - A. Preferences - allows you to choose to be alerted when your child is absent.
 - B. Change Password - allows you to change your password.
 - C. Select a Student - returns you to the original screen (Item #4) and allows you to select another student or to log out of *i-Parent*.
7. **BE SURE TO LOG OUT!**