



Stillwater
AREA PUBLIC SCHOOLS

Online Parent Access

Complete Guide

**Making parent access to online
resources easy easier....**

This process takes approximately 45 minutes to complete
The Quick Access Guide can be found at: www.stillwaterschools.org/parent-student-resources

Stillwater Area Public Schools uses a variety of online resources. Each of these systems is independent and separate from each other, creating a web of resources that can be difficult to navigate. This document will help you identify the core online resources you should have access to and provide you with easier methods of managing your usernames and passwords using Classlink.

To assist with the process, we provide a Worksheet of Online Accounts on page 3 you can use to record your username and passwords for all of your ISD834 accounts.

This guide will take you through the following processes to set up your online accounts:

- 1) Setup and Access your Skyward parent account. Collect information from your student's profile(s) that you will need at other points in the process.
- 2) Setup all of your online parent accounts; record usernames and passwords.
- 3) Setup your ClassLink parent account.
- 4) Setup your cell phone apps for quick access to your child's information.

Online Parent Services

Skyward - Student Information System. This is the student database that contains your child's primary student records, grades, reports, and emergency contact information. It is used to manage student information.

SeeSaw - Online Learning Management System - Grades PreK-5. This is where you will find out about what your student is learning in class, including their personal learning artifacts. It is also a great tool for parent/teacher communication. It is used to manage student learning.

Schoology - Online Learning Management System - Grades 6-12. This is where you will find homework, upcoming tests, and other information about what is happening in your child's classrooms. It is also a great tool for parent/teacher communication. It is used to manage student learning.

School Cafe - Lunch System. This is where you can monitor your child's lunch balance and see what they're eating. You can also submit an application to the National School Lunch Program. In order to add money to your child's lunch account, you must use FeePay (below).

Versatrans - Versatrans My Stop bus tracking system. This is where you can monitor your child's bus to see when they will be picked up or dropped off.

FeePay - Fee Management System. This is where you can process online payments for school or district services including adding money to your child's lunch account or paying for extracurricular activities.

Classlink - This is our Single Sign-on Portal. Once we have all of your accounts setup, this is where you will go to access any and all ISD834 online accounts.

WORKSHEET OF ONLINE ACCOUNTS

SKYWARD

Username: _____
 Password: _____
 Website: <http://parentskyward.stillwaterschools.org>



| Child | Student Google Login | Stu Other ID / Google Password | Lunch Pin |
|-------|----------------------|--------------------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

SEESAW

Grades PreK-5 Only

Username: _____
 Password: _____
 Website: **Coming Soon**

SCHOOLOGY

Grades 6-12 Only

Username: _____
 Password: _____
 Website: <http://parentschoology.stillwaterschools.org>



SCHOOL CAFE

Username: _____
 Password: _____
 Website: <http://schoolcafe.stillwaterschools.org>



VERSATRANS MY STOP

Username: _____
 Password: _____
 Website: <http://mystop.stillwaterschools.org>



FEEPAY / ELEYO

Username: _____
 Password: _____
 Website: <http://feepay.stillwaterschools.org>



CLASSLINK

Username: _____
 Password: _____
 Website: <http://parents.stillwaterschools.org>



If you already have usernames and password for online account, fill them in on the worksheet. The following instructions for each resource will help you discover your username and reset your password if you don't have it already. If you have usernames and passwords for any of the systems in this guide, you do not need to perform and password resets and can skip that section.

Classlink is a website that lets parents enter all of their usernames and passwords in one place. During future visits, you will not need to remember all of these usernames and passwords, Classlink will remember them for you. Once you have completed your Classlink setup, you can visit the Classlink website to gain immediate access to any of the other websites in this guide.

Once you have setup your accounts, you are done. This is a one time process that does not need to be repeated annually.

How to Access Skyward Student Information System



Stillwater Area Public Schools ISD #834

Step 1) Access the Skyward Webpage:
<http://parentskyward.stillwaterschools.org>

If you know your username and password, skip to Step 5.

2) Click Forgot your Login/Password. You may need to allow pop-ups for this page on your web browser.

A screenshot of the Skyward login page. It features two input fields: "Login ID:" and "Password:". Below the password field is a "Sign In" button. A red box highlights a link that says "Forgot your Login/Password?".

3) Check "I'm not a robot".
Enter the email address you used when enrolling your child.

Click Submit.

A screenshot of a reCAPTCHA form. It includes a checkbox labeled "I'm not a robot" with a red box around it. To the right is the reCAPTCHA logo and "reCAPTCHA Privacy - Terms". Below is an input field for "Email or User Name:" with a red box around it. At the bottom are "Submit" and "Back" buttons, with "Submit" highlighted by a red box.

If this does not work, you may not be using the email address that Stillwater Area Public Schools has for you. Please contact your school to verify our records.

4) Check your email for a new message from do.not.reply@stillwaterschools.org.

Click on the link in the email message and set a new password.

A screenshot of a "New Password" form. It has two input fields: "New Password:" and "Confirm New Password:", both with red boxes around them. A "Submit" button is to the right, also with a red box. Below the fields are two dropdown menus: "Minimum Password Length:" set to "3" and "Number of Passwords Before Reuse:" set to "0". At the bottom, it says "Name Used As: **GUARDIAN**".

5) Login with your username and password.

How to Access Schoology Learning Management System

(Grades 6-12 Only)

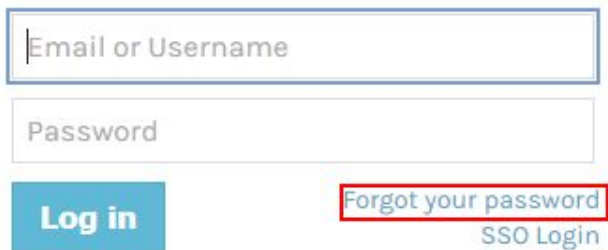
Step 1) Access the Schoology Webpage:
<http://parentschoology.stillwaterschools.org>

If you know your username and password, skip to Step 7.

2) Click Forgot your password

Sign in to Schoology

All fields are required



Email or Username

Password

Log in

Forgot your password
SSO Login

3) Enter the email address you used when enrolling your child and click Send My Login Info.

Forgot Password

All fields are required



Email

Send My Login Info

4) Open your email and look for a message from no-reply@schoology.com. Open the email message and copy the URL into your web browser (or click the URL if it allows it).

ClassLink <noreply@classlink.com>
Wed 11/14/2018, 12:28 PM
You

Someone has asked to reset the password for your account. If you did not request a password reset, you can disregard this email. No changes have been made to your account.

To reset your password, follow this link (or paste into your browser):
<https://launchpad.classlink.com/resetpassword/42d77cbb6849702cef>

Thanks,
Team ClassLink

5) When the website loads, click Login.

Reset password

This is a one-time login for [redacted] and will expire on Tuesday, N[redacted].
Click on this button to login to the site and change your password.
This login can be used only once.



Password

Your Login Info

School: Stillwater Area Public Schools (1079186288)

Username:

Email:

Change your password

New password:

Confirm password:

Changing your password will log you out of Schoology on all other devices and browsers.



6) Enter a new password twice and click Submit.

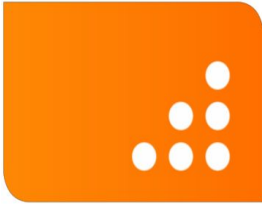
7) Write down your Username and Password on the Worksheet of Online Accounts on Page 3.

8) Verify your child is linked to your account:

Click on your name in the top-right corner of the screen, you should see your child's name listed under your name.

If your child is not linked to your account, please contact your school's main office and report the problem.

You have now completed the setup of your Schoology account.



How to Access FeePay / Eleyo Fee Payment System

Step 1) Access the FeePay Webpage:
<http://feepay.stillwaterschools.org>

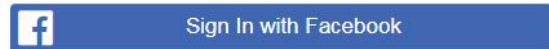
Click on School Meals

If you know your username and password, skip to Step 4.



2) Click "Create one now"

Sign In



OR

Email Address

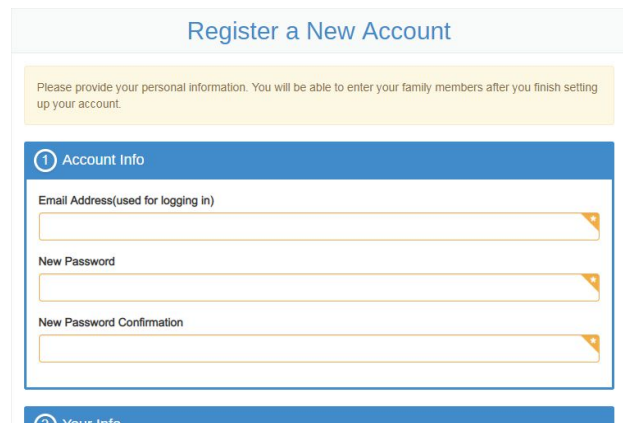


Don't have an account?

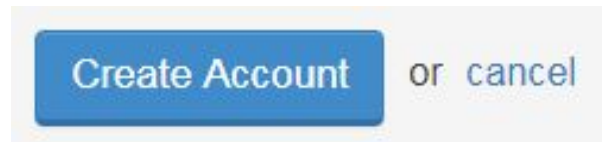
[Create one now](#)

3) Fill out the Register New Account Page.

You must complete boxes 1, 2, and 4.

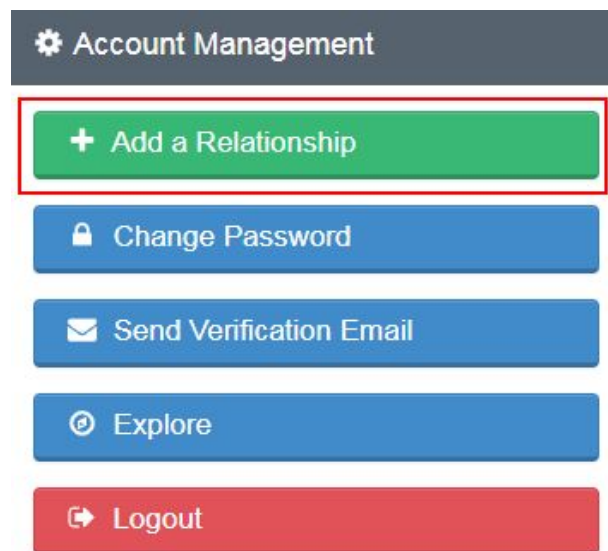


Click Create Account at the bottom of the page.



4) Write down your Username and Password on the Worksheet of Online Accounts on Page 3.

5) Click Add a Relationship



6) Fill out and submit the form by clicking the Create Person button at the bottom of the page:

Add a New Person

1 Relation

How is this person related to you?

Do you live in the same household?

Yes

No

2 Their Info

First Name

Middle Name

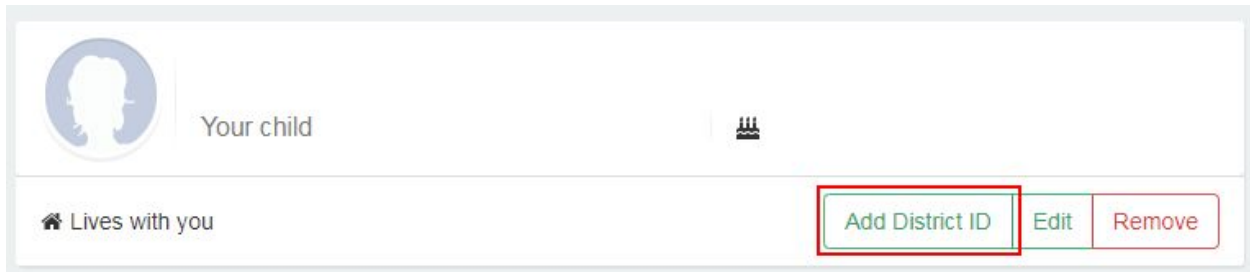
Last Name

Birth Date

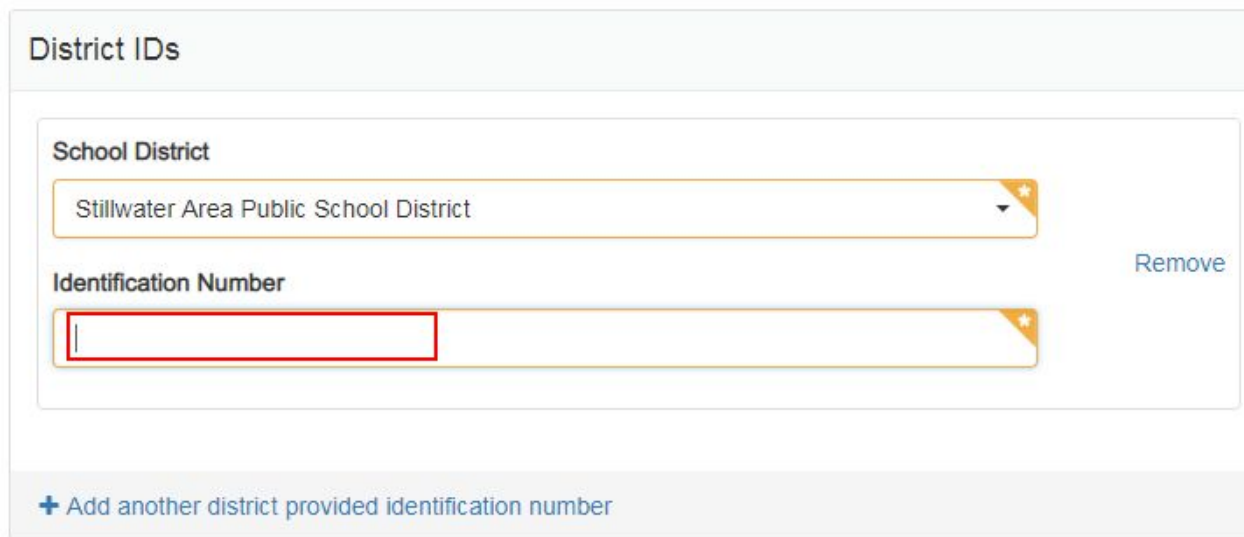
Grade

or cancel


7) After clicking Create Person, you should see your child listed on the main page. Click Add District ID to link your child's name with their school record. You will need your child's Other ID as recorded on the **Worksheet of Online Accounts on Page 3** to complete this step.



8) Enter your child's Other ID in the Identification Number field and click Update District IDs.



9) Repeat Steps 5-8 for each child in your household.

10) Log into your personal email account and look for the email message from Hi  ViZg6gZV'Ej VxX'HX] ddh`1] Zæ5 ZaZnd#xdb`dg'3# Open the email message and click the "Verify Your Email" button:



Stillwater Area Public Schools

Hello

Thank you for registering a new account with Stillwater Area Public Schools.

Please verify your email address by clicking on the "**Verify Your Email**" button below.

[Verify Your Email](#)

The link above is active for one use or until Nov 14, 2018 @ 8:52 AM CST.

You have now completed the setup of your FeePay account.

How to Access School Cafe Cafeteria System

Step 1) Access the School Cafe website:

<http://schoolcafe.stillwaterschools.org>

If you know your username and password, skip to Step 5.

Click Create a new account

Welcome to STILLWATER AREA SCHOOLS
ISD #834!

We use SchoolCafé to:

- Set Purchase Restrictions
- Submit Meal Applications
- View Letters
- View Purchases
- View Menus

[Need to do something else?](#)

Sign in to your account

Create a new account

View Menus (as a guest)

Contact Us!

[Return to Homepage](#)

2) Make sure **I'm a Parent** is selected and Click Next.

Register

I'm a Parent

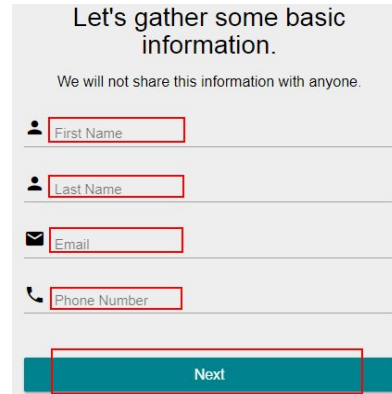
I want to manage my child's cafeteria account.

I'm a Student or District Employee

I want to manage my own cafeteria account.

Next

3) Fill out the Basic Information form and click Next.



Let's gather some basic information.

We will not share this information with anyone.

First Name

Last Name

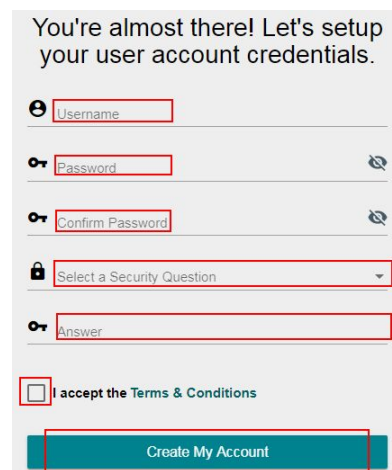
Email

Phone Number

Next

4) Fill out the new user form

5) Write down your Username and Password on the Worksheet of Online Accounts on Page 3.



You're almost there! Let's setup your user account credentials.

Username

Password

Confirm Password

Select a Security Question

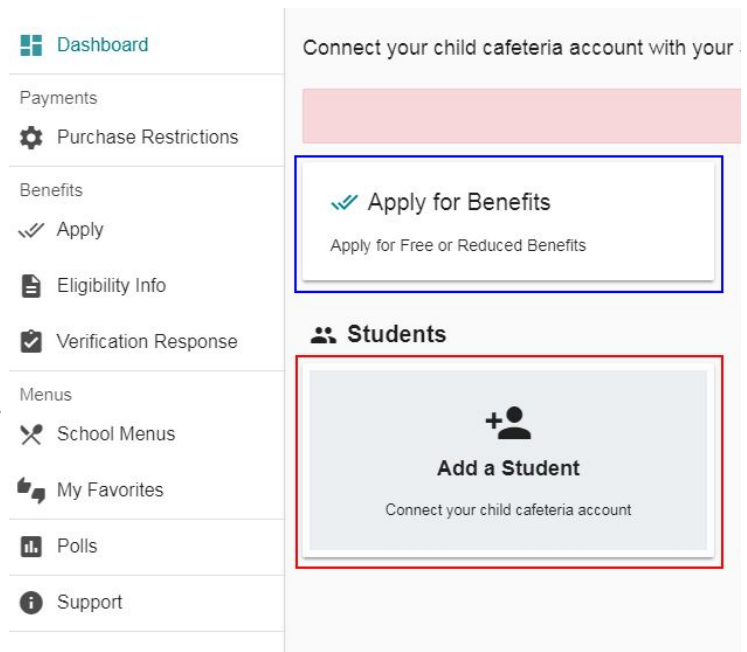
Answer

I accept the Terms & Conditions

Create My Account

We highly recommend that all families click Apply for Benefits and fill out a benefits application. Schools receive many financial benefits when students qualify for the National School Lunch Program. Applying for benefits is not required as a part of this account setup process. For more information on the Nation School Lunch Program, contact foodservice@stillwaterschools.org or call 651-351-8326.

6) Click Add a Student



Dashboard

Payments

Purchase Restrictions

Benefits

Apply

Eligibility Info

Verification Response

Menus

School Menus

My Favorites

Polls

Support

Connect your child cafeteria account with your

Apply for Benefits

Apply for Free or Reduced Benefits

Students

Add a Student

Connect your child cafeteria account

7) Enter your child's OTHER ID as recorded on the **Worksheet of Online Accounts on Page 3** as the Student ID.

Select your child's primary school.

Click Search & Verify student.

Add a Student

Student ID

If you do not know the Student ID please contact the Child Nutrition office (you can find their contact info on the Support page). SchoolCafé does not have this information.

School

Cancel

Search & Verify student

8) Verify your child's information and click Add this Student.

Add a Student

< Go Back

ELEMENTARY

Cancel

Add this Student

9) Repeat Steps 6-8 for each child in your household.

10) On your School Cafe dashboard, click 'Click to Verify' to verify your email address.

In order to set up alerts or continue to receive emails, please verify your email address. [Click here to verify.](#)

11) Check your personal email for a message from HX] dd&V[Z °1cd"gzear5 hX] dd&V[Z#Xdb 3° and open it. Copy the 6-digit Verification Code.

Enter the 6-digit Verification Code on this screen and click Verify.

Enter verification code

We sent a code to:

In order to receive emails and alerts, please enter the security code that we have sent to your email address.

Enter the 6-digit code

Please enter the verification code

This message may take few moments to arrive. You may also need to check your spam folder.

Need to change your email address? [Click here to go to your profile.](#)

Didn't receive an email? [Click here to resend it.](#)

Cancel

Verify

You are now done creating your School Cafe account.

How to Access Versatrans MyStop Bussing System

Step 1) Your username is your child's Other ID. Your password is your child's 8-digit birthday MMDDYYYY (*e.g. January 1st 2005 would be 01012005*). You can use the Other ID and Birthday for any of your children.

On the Worksheet of Online Accounts (page 3), write your child's Other ID on the username line. Write you child's 8-digit birthday on the password line.

Website:

You can login to the website to view your child's bussing information. You cannot track your child's bus arrival via the website:

<http://mystop.stillwaterschools.org>

There is nothing you need to do to setup your Versatrans MyStop account. If you have any questions about your account or if you don't see the correct information, please contact our transportation office at 651-351-8377.

How to Access Classlink

Single Sign-on Portal

Classlink will help you manage all of the online accounts you just setup. Check your Worksheet of Online Accounts to make sure you have filled out all the Usernames and Passwords.

Once you log into Classlink, you will have a chance to click into each of these other online services. Classlink is going to ask for your Username and Password of the specific website. It will then memorize that information to make access in the future easier.

Step 1) Access the Classlink Webpage:

<http://parents.stillwaterschools.org>

2) Enter the parent email address we have on file in Skyward and click Next.

(This may be different than your skyward login name)

*If the system recognizes your account you will be asked to **9BH9F'MCI F'D5 GGK CF8**. If you forgot your password, **g_d'tc'dU Y% 'UbX'Z`ck 'h YX]fYW]cbg'lc'fYgYhinc i f'dUggk cfX**. If you know your password, **g_d'tc'DU Y&\$'lc'gYhi d'nci f'UWti blg]b'7`Ugg]b_"***

*If the system asks you to enter a **F9; -GHF5 HCB'7C89**: Your email address is not recognized and you cannot proceed. Please verify you are using the same email address the district has on file for you (used is Skyward setup). If the process does not work, please notify your school site.*

3) Log into your email and look for a message from noreply@classlink.com.

Enter the verification code from your email into the **Enter the One-time Password** on the webpage and click Verify

If you did not receive the email message, click Resend One-time Password.

.
. .
. .

STEP 3

Verify One-time Password sent to

Enter the One-time Password

Verify

Resend One-time Password

4) Enter your user details and click Sign Up.

5) **Write down your Username and Password for Classlink of the Worksheet of Online Accounts on page 3 and continue to Page 20 for Setting Up Classlink**

STEP 4

Enter your user details to complete

Full Name

Password

Confirm Password

Sign Up

Classlink Forgot Password help

1) Click Forgot Password?

This will email you a password reset link.

Enter your Password

Login

Send One-time
Password

Forgot Password?

2) Log into your email for a message from noreply@classlink.com. Click the link in the email to establish a password for your classlink account.

ClassLink <noreply@classlink.com>
Wed 11/14/2018, 12:28 PM
You

Someone has asked to reset the password for your account.
If you did not request a password reset, you can disregard this email.
No changes have been made to your account.

To reset your password, follow this link (or paste into your browser):
<https://launchpad.classlink.com/resetpassword/42d77cbb6849702cef>

Thanks,
Team ClassLink

3) Enter your Full Name and continue to enter a new password, confirm your new password, and click the blue checkmark.



Change Password

Please submit your new password

New Password

Confirm password



Go back to login page

4) Write down your Username and Password for Classlink of the Worksheet of Online Accounts on page 3 and continue to Page 20 for Setting Up Classlink

Setting Up



**This will guide you through the process
of linking your accounts through
ClassLink:**

<http://parents.stillwaterschools.org>

**In order to complete this portion of the guide, you will need to know all of your
usernames and passwords for all other systems:
skyward, schoology, seesaw, feepay, schoolcafe, versatrans**

Setting up the Password Locker

If you are already logged into Classlink, goto step 4 on the next page.

Step 1) Access the Classlink Webpage:

<http://parents.stillwaterschools.org>

2) Enter the parent email address we have on file in Skyward.

3) Enter your password and click Login.

Stillwater ISD 834 Parent Portal

Enter your Password

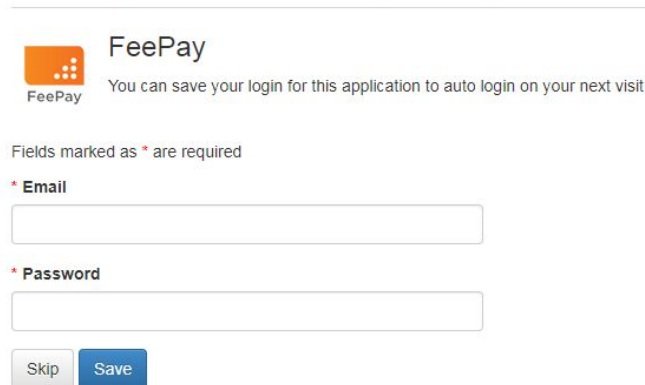
Login

Send One-time
Password

Forgot Password?

4) Click on **each** of the icons and **enter your username & password** from your **Worksheet of Online Accounts on page 3** and click SAVE. **Repeat this step for each of the applications** (Schoology is for grades 6-12 only).

Would you like to save your login?

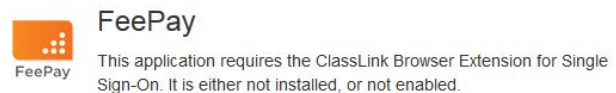


The dialog features the FeePay logo (an orange square with four white dots) and the text "FeePay" and "You can save your login for this application to auto login on your next visit". Below this, it states "Fields marked as * are required". There are two input fields: one for "Email" and one for "Password", both with an asterisk to their left. At the bottom, there are two buttons: "Skip" and "Save".

NOTE: The first time you attempt to use the portal, you will get the following screen directing you to install the ClassLink Browser Extension. This must be done each time you use a different web browser (firefox, chrome, edge) or a different computer.

ClassLink Browser Extension not installed or enabled

5) Click Install Extension.



The dialog shows the FeePay logo and the text "FeePay" and "This application requires the ClassLink Browser Extension for Single Sign-On. It is either not installed, or not enabled."



Mozilla Firefox detected

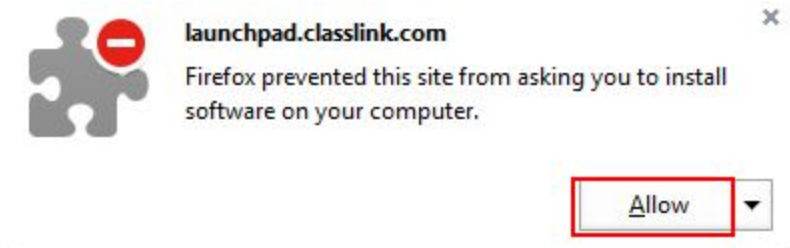
Don't ask me again

Continue to website Check again **Install Extension**

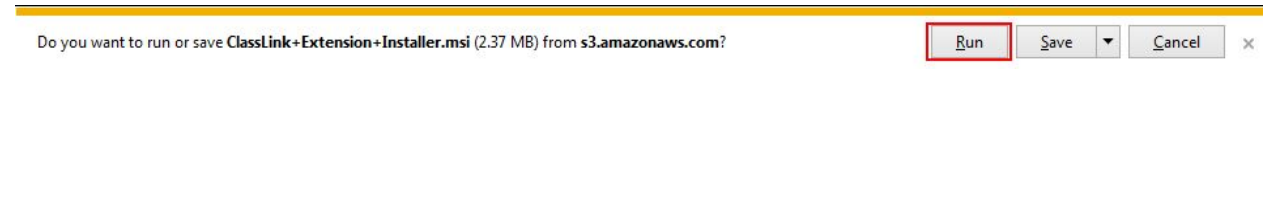
This picture shows Firefox accessing FeePay. The same dialogue box will appear no matter which browser you use or which application you select. This will only occur once.

6) Click Allow, Run, or Add to Chrome/Add Extension. The message is slightly different for different web browsers. See below for examples of the dialogue you will see depending on which browser you use:

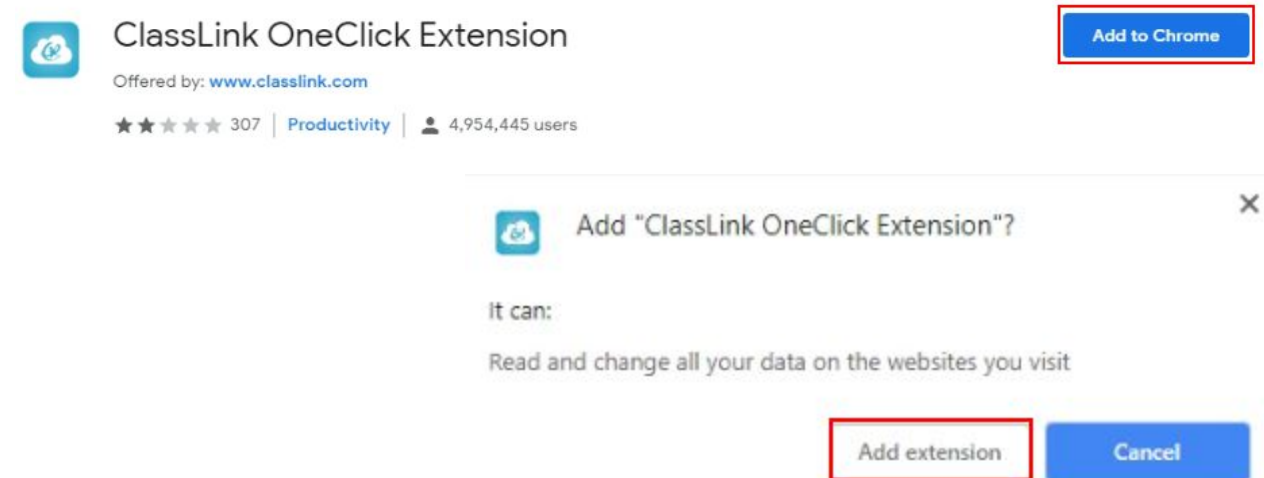
For FireFox:

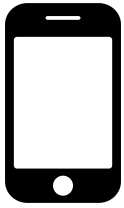


For Edge:



For Chrome:





Cell Phone Setup

At this point, you should have all of your apps synchronized through Classlink: <http://parents.stillwaterschools.org>

Before you're done, you'll want to download the following apps to your cell phone.



The **Skyward** app will let you report student absences from your phone.

The **Schoology** App will let you see tonight's homework and up-to-date grades. (for grades 6-12 only)

The **SeeSaw App** will let you communicate with your child's teacher and see learning artifacts from school. (for PreK-5 only)

The **School Cafe** app will let you see what your child is eating for lunch.

The **Versatrans MyStop** app will inform you of when the school bus is going to arrive in near real-time.