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

<table>
<thead>
<tr>
<th>SKYWARD</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://parents.skyward.stillwaterschools.org">http://parents.skyward.stillwaterschools.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>Student Google Login</td>
<td>Stu Other ID / Google Password</td>
<td>Lunch Pin</td>
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<thead>
<tr>
<th>SEESAW</th>
<th>Grades PreK-5 Only</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: Coming Soon</th>
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<tr>
<th>SCHOOLEGY</th>
<th>Grades 6-12 Only</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://parents.schoology.stillwaterschools.org">http://parents.schoology.stillwaterschools.org</a></th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>SCHOOL CAFE</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://schoolcafe.stillwaterschools.org">http://schoolcafe.stillwaterschools.org</a></th>
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</thead>
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<tr>
<th>VERSATRANS MY STOP</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://mystop.stillwaterschools.org">http://mystop.stillwaterschools.org</a></th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>FEEPAY / ELEYO</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://feepay.stillwaterschools.org">http://feepay.stillwaterschools.org</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CLASLINK</th>
<th>Username: ____________________________</th>
<th>Password: ____________________________</th>
<th>Website: <a href="http://parents.stillwaterschools.org">http://parents.stillwaterschools.org</a></th>
</tr>
</thead>
</table>
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

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.

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

Click Submit.

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.

5) Login with your username and password.
Write down your Username and Password on the Worksheet of Online Accounts on page 3.

6) Click on Report Cards/Portfolio
   Click Lunch Pin-Skyward.
   Click View Report.
   Write down your child’s lunch pin on the Worksheet of Online Accounts on page 3.

   Click Student Google Login.
   Click View Report.
   Write down your child’s Google Login and Google Password on the Worksheet of Online Accounts on page 3.

   Note that your child’s “Other ID” and “Google Password” are the same.

   Repeat step 6 for each of your children.

7) Verify the Worksheet of Online Accounts on page 3 has the following information:
   - Your Skyward username and password
   - Child’s Student Google Login
   - Child’s Other ID / Google Password
   - Child’s Lunch Pin
   You will use these in the other applications.
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

3) Enter the email address you used when enrolling your child and click 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).
5) When the website loads, click Login.

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”
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:
7) Aftering 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.

![](image1.png)

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

![](image2.png)

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 Stillwater Area Public Schools <help@eleyo.com or >. Open the email message and click the “Verify Your Email” button:
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

2) Make sure I'm a Parent is selected and Click Next.
3) Fill out the Basic Information form and click Next.

4) Fill out the new user form

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

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
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.

8) Verify your child's information and click 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.

11) Check your personal email for a message from SchoolCafe <no-reply@schoolcafe.com> and open it. Copy the 6-digit Verification Code.

Enter the 6-digit Verification Code on this screen and click 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 your 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 we 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 ENTER YOUR PASSWORD. If you forgot your password, skip to page 19 and follow the directions to reset your password. If you know your password, skip to Page 20 to set up your accounts in Classlink.

If the system asks you to enter a REGISTRATION CODE: 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.***

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.**
Classlink Forgot Password help

1) Click Forgot Password?
This will email you a password reset link.

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.

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

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

ClassLink

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.
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).

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.

5) Click 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:

Firefox prevented this site from asking you to install software on your computer.  

![Firefox Dialogue]

For Edge:

Do you want to run or save ClassLink+Extension+Installer.49d (2.37 MB) from s3.amazonaws.com?

![Edge Dialogue]

For Chrome:

Add “ClassLink OneClick Extension”?

it can:

Read and change all your data on the websites you visit

![Chrome Dialogue]
Cell Phone Setup

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