

Parent Portal User Guide

Web Version

March 2020



A. INTRODUCTION

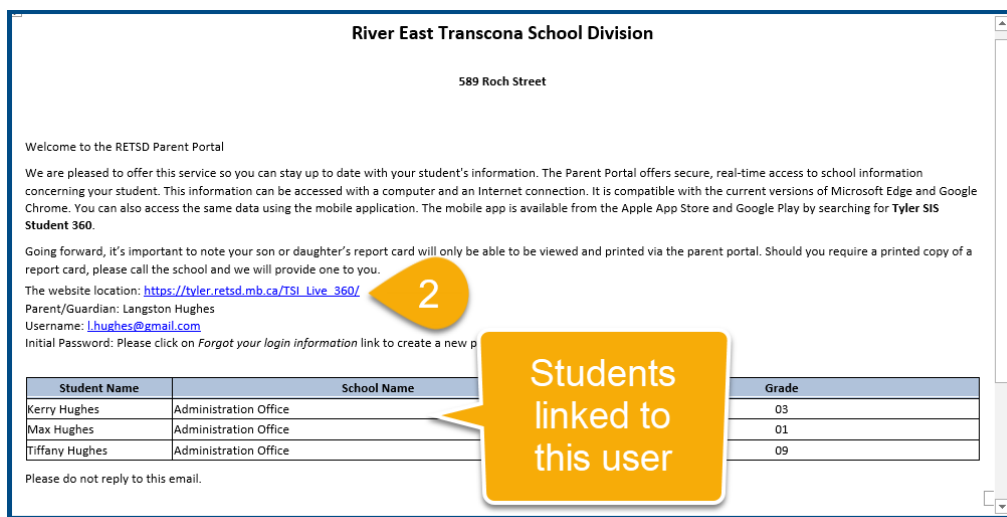
- The RETSD Portal is best experienced through a computer and Web browser. The Web browser version will always provide access to the full feature set and data.
- Most commonly used browsers have been tested and will work with this portal including:
 - o Microsoft Edge Chromium (used in this guide)
 - o Google Chrome
 - o Mozilla Firefox

Browser Icon	Name
	Microsoft Edge
	Google Chrome
	Mozilla Firefox

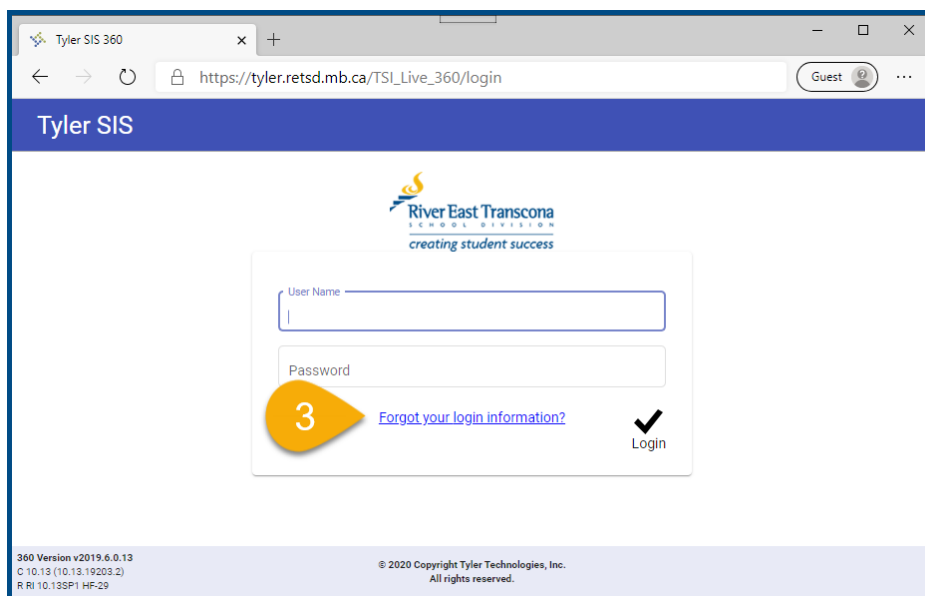
- Currently, browsers on mobile devices are not fully supported.
- Mobile device users need to download the mobile application. See the associated guide for more information.

B. FIRST LOGIN

1. Schools will send out a notification to the email address of new portal users.
2. Click the included link to go to the portal site.
 - This will open your Web browser and go to the Parent Portal login site.



3. Click the **Forgot your login information** link.



4. Enter your email address.
5. Click the **Continue** button.

360 Version v2019.6.0.13
C 10.13 (10.13.19203.2)
R R 10.13SP1 HF-29

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6. You will receive another email with a reset password link. Click this link.

Langston,

You recently requested a password reset for your Tyler SIS parent account.

To change your password, click [here](#) or paste the following link into your browser:
https://tyler.retsdb.ca/TSLive_360/login?EA=109-245-28-165-191-227-43-19-24-161-35-44-28-228-180-15-170-107-94-149-10-13&UT=44-33-209-188-197-187-35-69&IT=224-232-15-29-226-12-156-165-79-80-243-88-115-70-94-36-234-107-237-122-114-151-226-13&UT=44-33-209-188-197-187-35-69&IT=224-232-15-29-226-12-156-165-79-80-243-88-115-70-94-36-234-107-237-122-114-151-226-13

This link will expire in 24 hours.

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s), and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

7. Enter your new (phrase-based) password and then repeat the entry. This password will need to fit the RETSD requirements:

- At least 14 character long (including spaces)
- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

Examples include:

- The Bombers are Grey Cup Champs!
- My dog's name is Santa's L Helper.

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8. You will then be able to login to the portal and access the student information.

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C. THE HOME SCREEN

- This screen provides a menu to all available areas and summary information about the selected student.

Area	Description
1	Student selection
2	User settings
3	Academic Year selection
4	Screen settings
5	Information Menu
6	Visible information “Cards”

Tyler SIS 2 LH

1 Tiffany Hughes > >> 4 of 4

3 Academic Year - 1920

4 SETTINGS

Daily Student Activity

- Attendance
- Student Schedule
- Transportation

School Life

- Announcements
- Calendar
- Fees & Billing

Student History

- Academic History
- Student Portfolio

Announcements 04/03/20

No announcements for current date.

Today's Attendance

0
0

Tardy Absent

Fees & Billing

No fees owed for this student.

Calendar GO TO CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Student Schedule GO TO STUDENT SCHEDULE

No Schedule Information

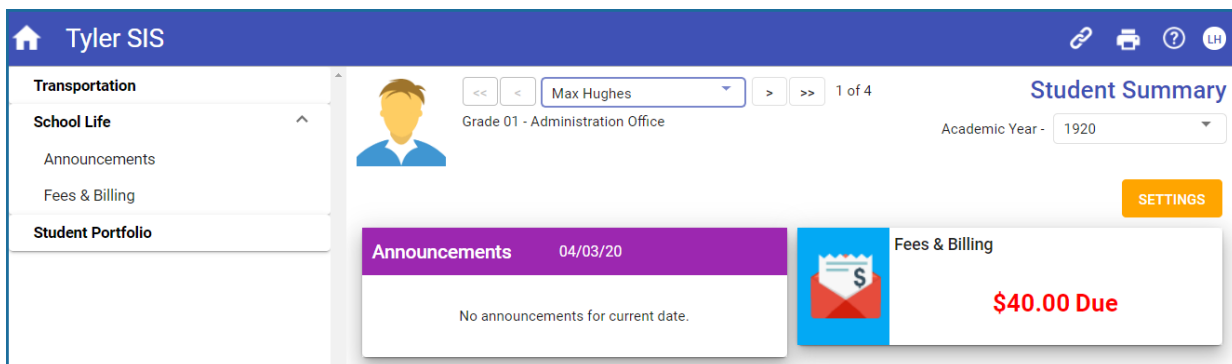
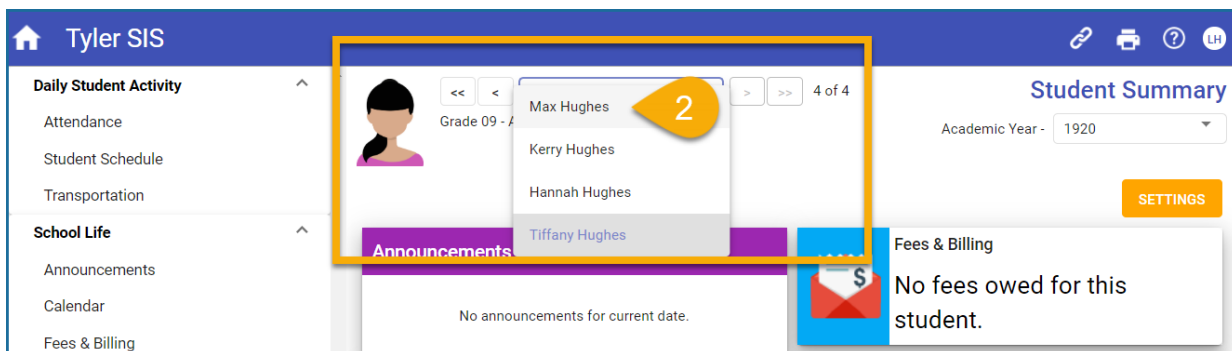
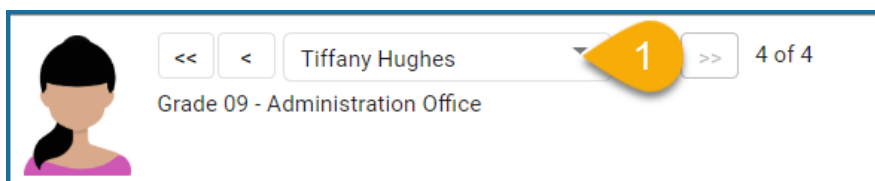
Upcoming Events GO TO CALENDAR

No upcoming events.

D. SELECTING THE STUDENT

- Portal accounts can now be linked to all the students that you have a connection with.
- Contact your school to make any required changes.

1. Click on the student selection list box
2. Click on the student name to display their associated information.



E. VIEWING AND SAVING REPORT CARDS

- Schools publish report cards as PDF documents using the appropriate Provincial template.
- Report cards documents can be printed and or saved locally.
- All report cards from 2016 onwards are available on the portal in their associated Academic Year.

1. Select the **Academic Year** for the report card you wish to view.
2. Click on the **Student Portfolio** menu item.

3. Click on the **File Name** link for the report card that you wish to view.
 - The PDF document will appear in a new browser tab.

Added	Category	Description	File Name	Size	Year	Added By
03/04/20	Report Cards	Report Card	1920_01_Report_Card.pdf	696 KB	1920	Schroeder D
03/04/20	Report Cards	Report Card	1920_02_Report_Card.pdf	696 KB	1920	Schroeder D

4. Scroll through the PDF document and then click the **X** on the browser tab to return to the portal.

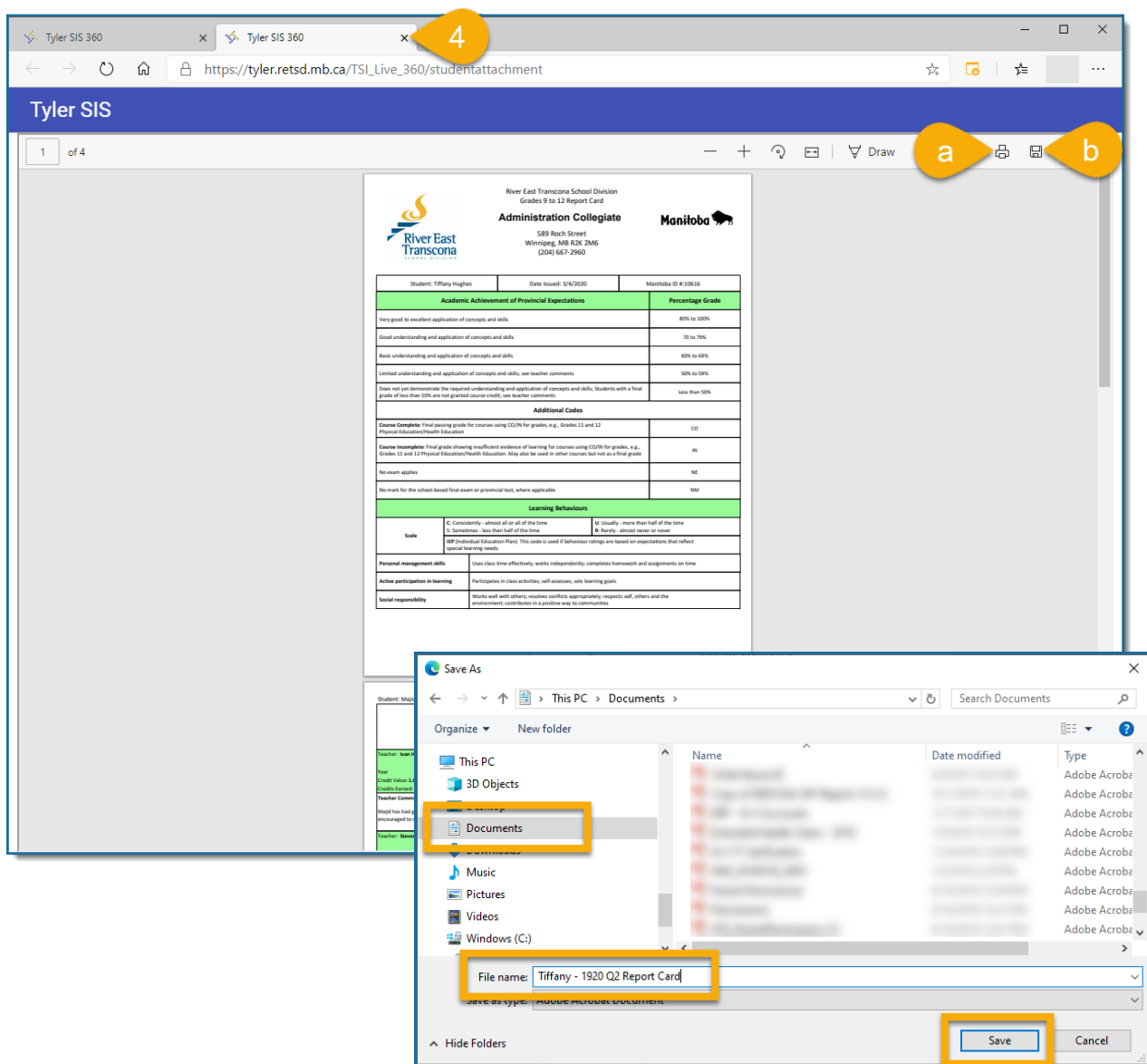
Optional

a) Printing the Report Card

- Click the **Print**  icon to make a local printed copy of the report card.

b) Saving the Report Card

- Click the **Save**  icon to save a local copy of this PDF document for your records.
- Choose the location, document name and then click the **Save** button.

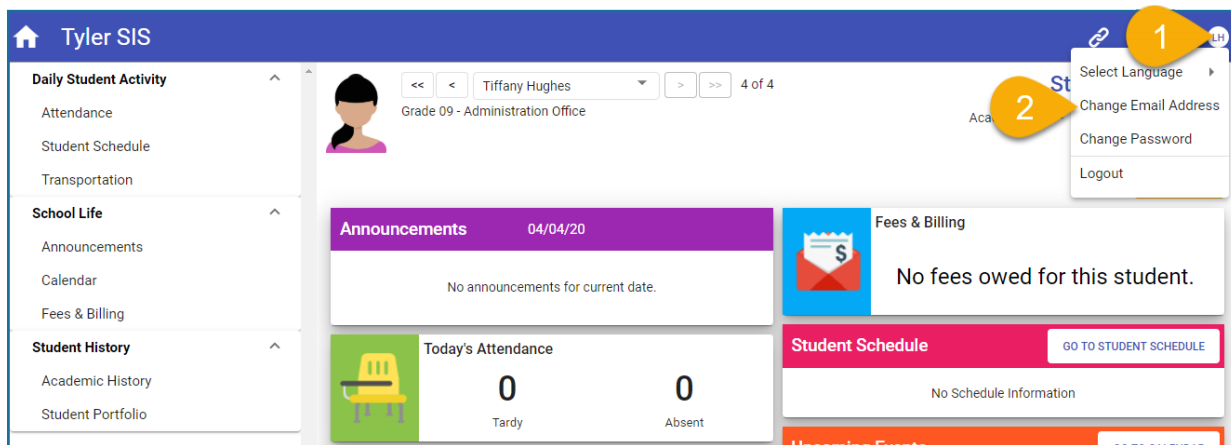


The screenshot shows a web browser window with the URL https://tyler.retsd.mb.ca/TSI_Live_360/studentattachment. The page displays a report card for a student named Tiffany Hughes. The report card is titled 'River East Transcona School Division Grades 9 to 12 Report Card' and 'Administration Collegiate'. It includes a table for 'Academic Achievement of Provincial Expectations' and a section for 'Learning Behaviours'.

Overlaid on the bottom right of the report card is a 'Save As' dialog box. The dialog box shows the file name 'Tiffany - 1920 Q2 Report Card' and the 'Save' button is highlighted. The 'Documents' folder is selected in the left pane, and the 'File name' field is highlighted in the bottom pane.

F. CHANGING YOUR EMAIL ADDRESS

- Portal users can now change the email address used by the school(s) without having to call or go to the school.
 - Email address changes will automatically also change your portal Username to match this new email address.
- Click on the **Username** icon located at the top right corner of the **Home** screen. It should be your initials.
 - A menu will appear.
 - Click on the **Change Email Address** menu item.
 - A new dialogue box will appear

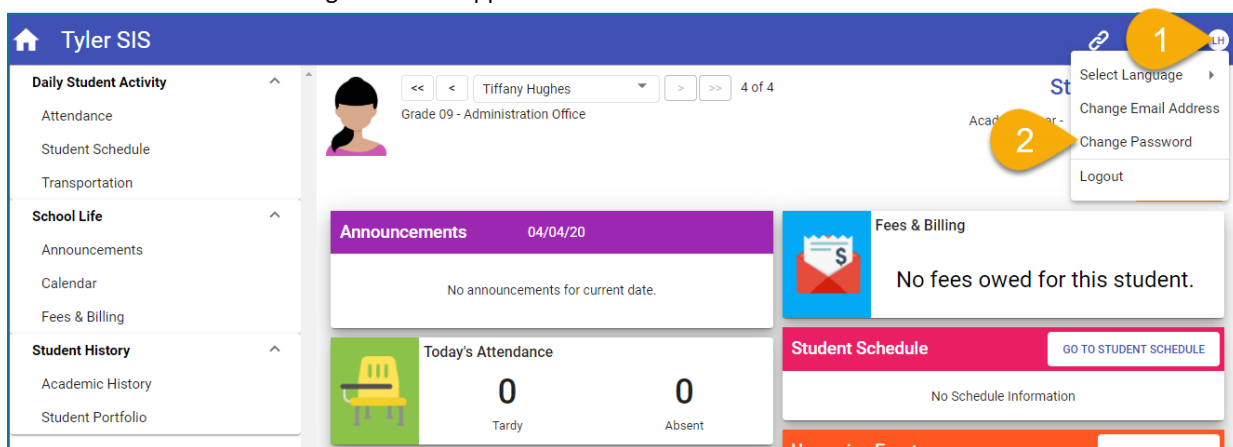


- Enter, and then re-enter your new email address.
- Click the **Save** icon.

- Make note that this new email address will also be your portal Username. Click the **Save** button to confirm this.

G. CHANGING YOUR PASSWORD

1. Click on the **Username** icon located at the top right corner of the **Home** screen. It should be your initials.
 - A menu will appear.
2. Click on the **Change Email Address** menu item.
 - A new dialogue box will appear



3. Enter your current (old) password.
4. Enter, and then re-enter your new password
5. Click the **Save** icon.

Remember, RETSD uses phrase-based passwords which have the following requirements:

- At least 14 character long (including spaces)
- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

Examples include:

- The Bombers are Grey Cup Champs!
- My dog's name is Santa's L Helper.

H. RESETTING A FORGOTTEN PASSWORD

- Please reference the process for **First-Time Login** starting on step 3.

Tyler SIS

River East Transcona
SCHOOL DIVISION
creating student success

User Name

Password

[Forgot your login information?](#)

Login

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I. STUDENT DOCUMENT MANAGEMENT

- An additional menu item will appear if a student is receiving services from a divisional clinician.
- This area will provide access to clinical reports in PDF format.

1. Click on the **Student Document Management** link menu item.

Tyler SIS

Student Summary

Tiffany Hughes
Grade 09 - Administration Office

Academic Year - 1920

SETTINGS

Announcements 04/07/20

No announcements for current date.

Fees & Billing

No fees owed for this student.

Student Schedule GO TO STUDENT SCHEDULE

TODAY Tuesday 04/07

NEXT SCHOOL DAY Invalid date

12:00 - 12:00 AM No Classes Today

Upcoming Events GO TO CALENDAR

No upcoming events.

Calendar GO TO CALENDAR

April 2020

Sun Mon Tue Wed Thu Fri Sat

Student Document Management

2. Click on the **View** link associated with either the **Summary Report** or **Consult Note**.
 - This will display the PDF document on a new browser tab.

The screenshot shows the Tyler SIS Student Document Management interface. The top navigation bar includes the Tyler SIS logo, a user profile for Tiffany Hughes (Grade 09 - Administration Office), and a 'Student Document Management' title. Below this, there are two tabs: 'SSU - Annual Summary Report' and 'SSU - Consult Note'. The 'SSU - Annual Summary Report' tab is active, showing a 'View' link (labeled with a yellow callout '2') and a date of 04/01/20. A browser window is open in the foreground, displaying the PDF report (labeled with a yellow callout '3'). The browser address bar shows the URL: blob:https://tyler.retsd.mb.ca/e0dcf556-d7df-4833-859d-ab05e15088f7. The PDF report is titled 'STUDENT SERVICES ANNUAL SUMMARY REPORT' and includes contact information for River East Transcona School Division, a table of student information, a confidentiality disclaimer, and sections for 'SUMMARY OF STUDENT PROGRESS', 'SUMMARY OF SERVICES PROVIDED', 'STUDENT GOALS/OUTCOMES FOR NEXT YEAR', and 'SERVICE/SUPPORT PLAN FOR NEXT YEAR'. It also has a 'SIGNATURE' section and a 'Cc:' field. The browser window has a toolbar with icons for zooming, drawing, and printing (labeled with a yellow callout 'a') and saving (labeled with a yellow callout 'b').

Optional

a) Printing the report

- Click the **Print**  icon to make a local printed copy of the report card.

b) Saving the report

- Click the **Save**  icon to save a local copy of this PDF document for your records.
- Choose the location, document name and then click the **Save** button.