Indiana Parent Network Quick Start Guide

Welcome to the new Indiana Parent Network website. This Quick Start Guide is intended to help you become familiar with the application, provide links to access the website, and guide you through the start-up procedures.

Accessing Parent Network

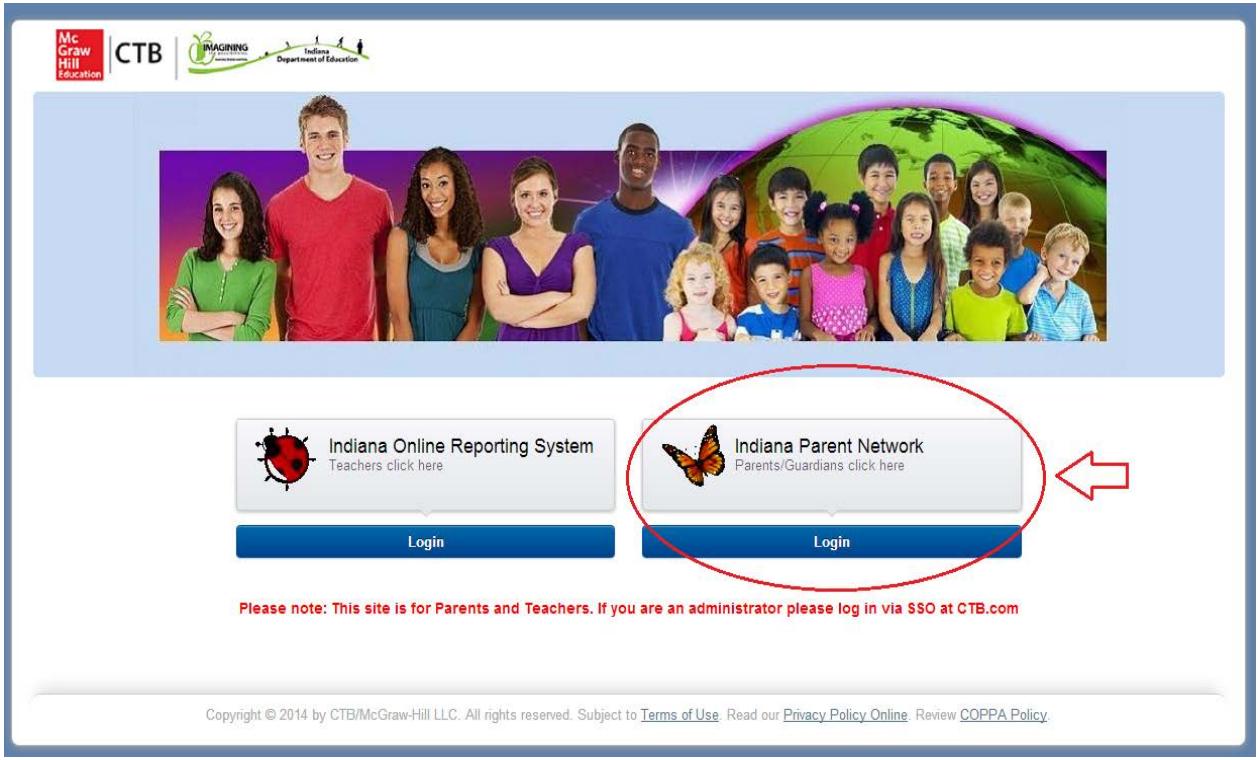
Link to the Indiana Parent Network

Parents can access the website through the following url:

https://indiana.ctb.com/onlineresults

Teacher/Parent Landing Page

- Click the website link to open the login page.
- Click the **Login** button for the **Indiana Parent Network**.



Accessing Parent Network:

- Parents and users will receive a unique Invitation Code that allows users to access the Indiana Parent Network.
- The Invitation Code will be published in a letter from the state
- The Invitation Code Letter contains instructions for:
  - Accessing your existing Parent Network user account
  - Creating a new Parent Network user account

Existing Parent Network Users

Please note that on the 2014 Invitation Code Letter from your child's school there are special ONE TIME ONLY login and password reset instructions for Parents who already have accounts in the Parent Network. Please refer to the letter for the instructions.

- After clicking the Indiana Parent Network Login button, you will be directed to the Parent Network Login Page.
- Enter your username.
- Enter your password (note the password is case sensitive).
- Click on the Login button

- Note that you can download this Quick Start Guide by clicking the **QUICK START GUIDE FOR PARENTS** button at the bottom right of the page.

Accessing Parent Network: Creating a New Account

- After clicking the Indiana Parent Network Login button, you will be directed to the Parent Network Login Page.
- Click on the **NEW USER** button (circled in red below). This will allow you to enter your Invitation Code and create your Indiana Parent Network user account following the on-screen instructions.
- Note that you can download this Quick Start Guide by clicking the **QUICK START GUIDE FOR PARENTS** button below the NEW USER button at the bottom right of the page.

Adding an Invitation Code to Your Account

❶ On your home page click “Claim new Invitation Code” and follow the on-screen instructions to add a new Invitation Code to your existing account. After you go through the steps the child will be added to your account.

Click “Claim New Invitation Code” again if you wish to add another child.

This will allow you to add all of your students into one account. In this way you are able to monitor multiple children using a single username and password.

Viewing Students' Scores

❶ The **Explore** section contains individual links to content regarding the assessment process and other local resources specifically tailored to the individual state assessment.

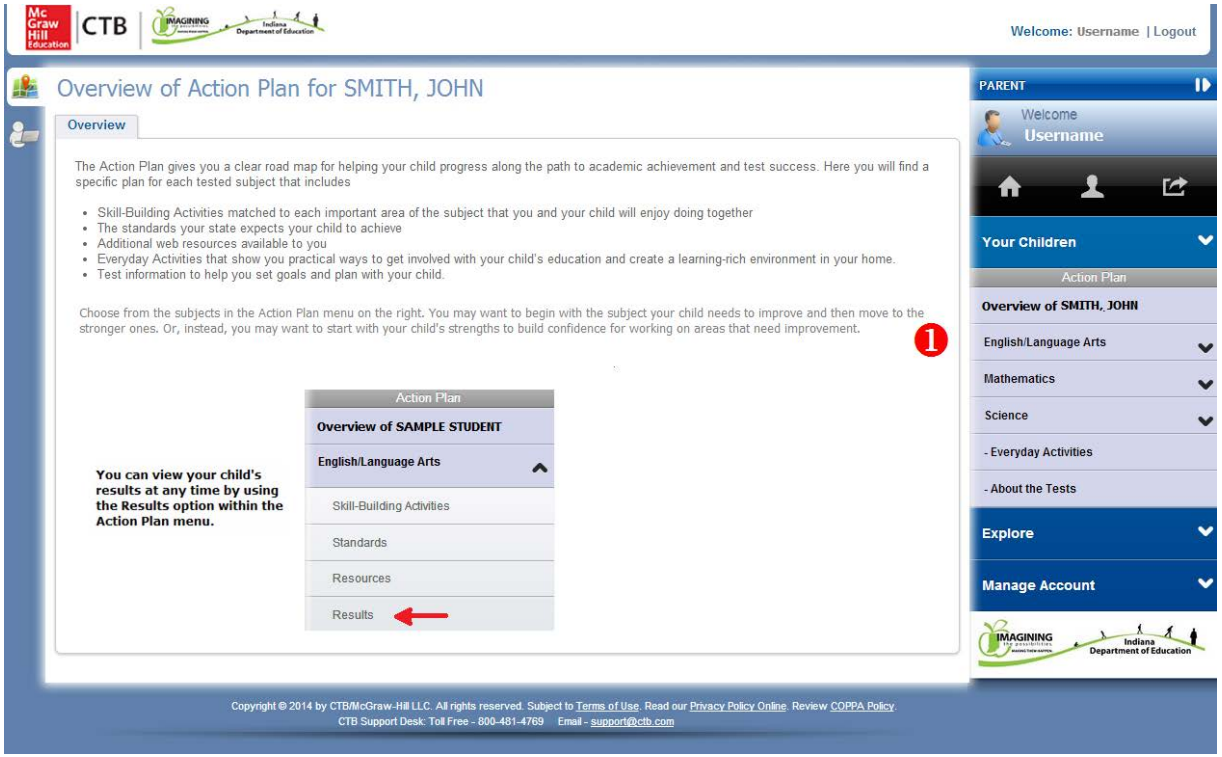
❷ The **Manage My Account** section contains links that enable a parent to set account preferences.

❸ Each child in a parent's account is displayed separately. The most current assessment results posted in Parent Network are identified for each child. Clicking on the child's name links to the student's Action Plan.

Viewing Students' Scores

❶ The **Action Plan** menu allows users to link to subject specific results such as English/Language Arts or Mathematics, and other content like **Everyday Activities** or further information **About the Tests**.

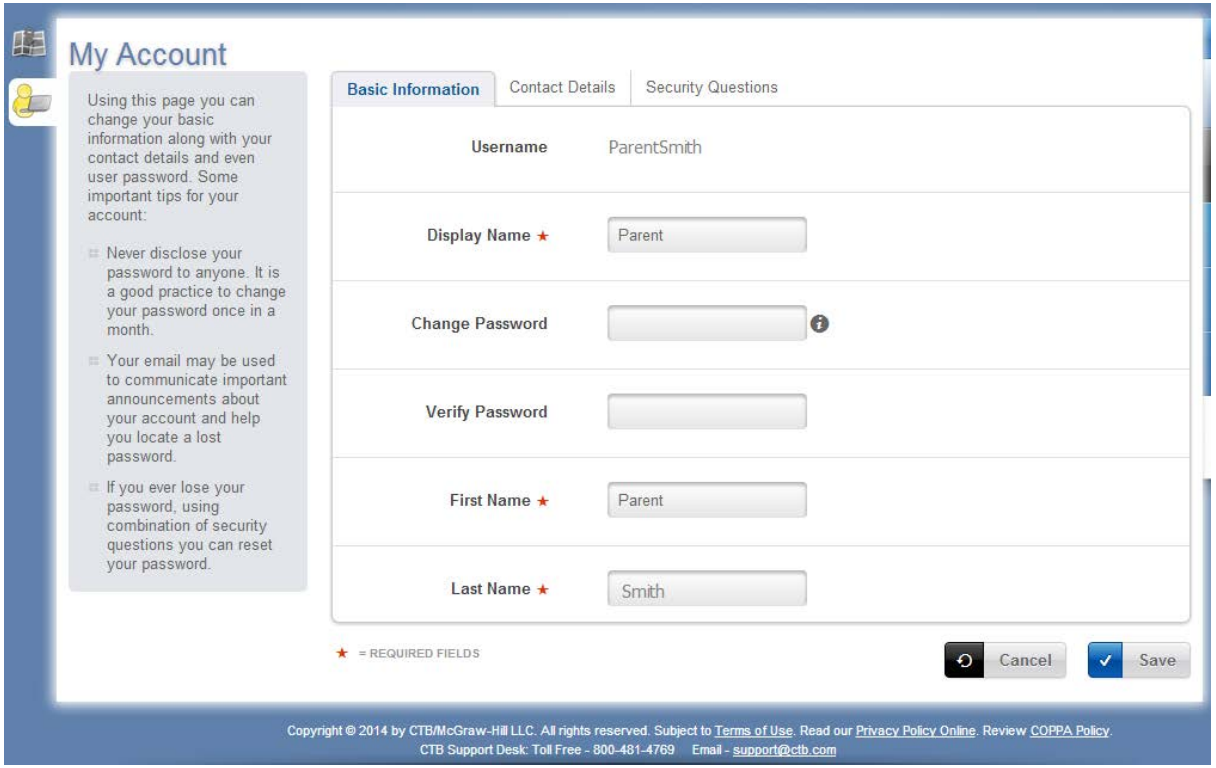
Clicking the subject links in the **Action Plan** menu direct the parent to the **Results** in the selected subject (see the user guide for more information).



My Account: Change Password

- If you forget your password, click the **Forgot Password?** link on the main login page to reset it. To reset your password you will need your username and the answers to your security questions.
- If you forget your username, click the **Forgot Username?** link on the main login page to obtain it. You will need your email ID to obtain your username.

- A parent can change his or her own password, contact information, email address, and choose different security questions and answers at any time by clicking on the **My Account** link on the Manage My Account menu on the home page.



System Requirements

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- 1152 x 864 or higher resolution monitor with 32-bit color (system is designed to this specification although other resolutions may be used as well)
- Supported browsers: Firefox 10.x or higher, Internet Explorer 8 or higher, Chrome 15 or higher, Safari 7 or higher
- Other software: Adobe Acrobat 9 or higher
- Flash 10.x or higher plug-ins for your web browser
- If the graphs are not displaying correctly for you, please download and install the Flash plug-in for your browser from the following link:

http://get.adobe.com/flashplayer/

Assistance and Support

Support is available via phone or online as follows:

CTB/Indiana Help Desk: Toll Free 800-282-1132

Email: CTB_Indiana_Helpdesk@ctb.com

More Information and FAQ

- Please access the Parent Network User Guide using the link on your Parent Network home page for more information and FAQ.