



## USING THE UPDATED COHOES PARENT PORTAL

Parents/guardians of middle and high school students in the Cohoes City Schools can access their child's information such as contact information, grades, schedules, attendance, assignments and discipline record all online through the "Parent Portal."

1. Parents/guardians must have an e-mail address.

*A current e-mail address will be used to access our Parent Portal. For this to happen, simply make sure to provide the school district with this information via the "Parent Portal Access Form" by completely filling out the form and returning it to the school building your student attends. A separate form should be used for EACH person requesting access.*

2. You can find the new Parent Portal link through the district website: [www.cohoes.org](http://www.cohoes.org). Once at [cohoes.org](http://www.cohoes.org), click on the icon for Parent Portal, which is on the right-hand side of the Web page.

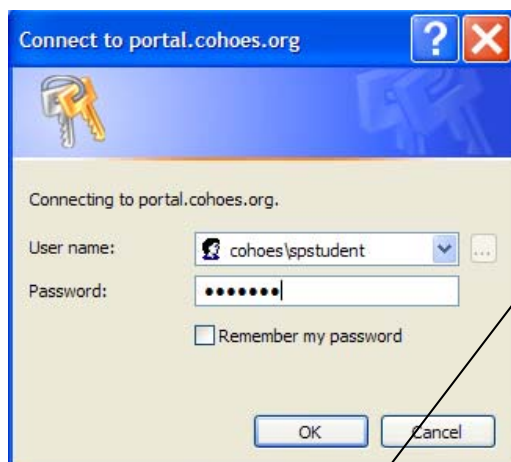
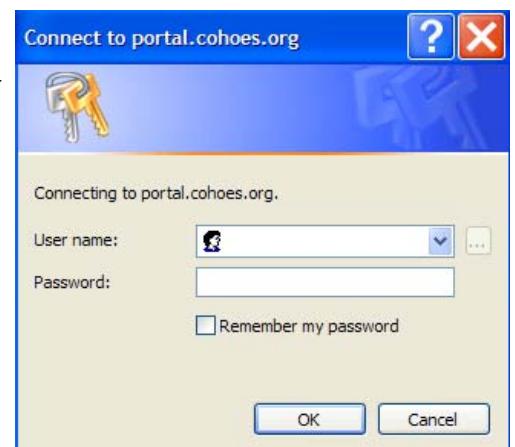


3. On the new page, click on "Cohoes City School District Parent Portal" link. A login box will appear.

4. Enter your username, which was provided to you in the letter. Note that students should use the credentials they have for login at school.

User name: `cohoes\YOUR USERNAME`

Password: `PASSWORD YOU WERE PROVIDED`



(It should appear like this picture below.)  
Click "OK" to login.

5. Congratulations! You have successfully logged in to the new Parent Portal. You will see a screen like this.

The screenshot shows the Cohoes City School District (CCSD) Parent Portal. At the top left is the CCSD logo with the text "COHOES City School District". To the right of the logo is a search bar containing "This Site: CCSD". Below the logo is a navigation menu with tabs for "CCSD", "Middle School", "High School", "School Tool", "SY10-11", and "Portal".

On the left side, there is a sidebar menu with the following sections:

- Lists**
  - Calendar
  - Tasks
- Discussions**
  - General Discussion
- Sites**
  - Middle School
  - High School

The main content area is titled "Announcements" and contains three entries:

- Training begins on SharePoint** (9/22/2010 7:40 AM) by CCSDSPAdmin User. Training begins today on SharePoint! We will be training teachers this week on this great new tool.
- Spring 2010 Class Sites are now live** (1/29/2010 9:01 AM) by CCSDSPAdmin User. The High School and Middle School now have their Spring 2010 Class Sites. Please check the Announcement on the school Home Page.
- Welcome to Cohoes SharePoint Site!** (5/12/2009 3:00 PM) by COHOES\Administrator. This is the SharePoint deployment site for Cohoes City School District. Please feel free to explore the site and leave good, constructive feedback. Thanks - The SharePoint Deployment Team.

Below the announcements is a "Calendar" section stating: "There are currently no upcoming events."

On the right side, there is contact information for Cohoes City School District: 7 Bevan Street, Cohoes, NY 12047, (518) 237-0100. The Superintendent is Robert K. Libby.

There is a "Links of Interest" section with the following links:

- Cohoes City School District Internet Site
- Cohoes City School District Staff Directory
- Staples
- Electronic Forms
- Outlook Web Access/E-mail
- SchoolTool - use for external access

At the bottom right, there is a weather widget showing a sun icon, "5°C/41°F", and "Fri, Nov. 12, 10 11:06 AM".