RDS Parent Access "How to…" Manual

It's easy to track you child's progress in school. All you need is a smart phone or computer, and your child's grades, attendance and test scores are all at your fingertips. Plus, with our RDS Parent Access system, you can contact your child's teacher with just one click.

RDS parent access is as easy as shopping on-line. Here's what you need to get started:

- A smart phone, tablet, or computer
- An email address
- An activation code provided by the school

What's an activation code? It's a series of numbers and letters that you will use to log onto RDS Parent Access system.

Here's an example of what one looks like: JFPU-LP6T-4JF7-CJTW

Once you log-in to RDS Parent Access for that first time, you can create your own password and user name, ones that are easy for you to remember. After you do that, you can just throw away your activation code.

Don't have an activation code? Here's what you can do:

- Call or email your school secretary during business hours. She can provide you with a code.
- Email parentaccess@evsc.k12.in.us and we will email you a code.
- Go onto EVSC's website at www.evscschools.com and click on the RDS Parent access icon at the top right hand corner of the page and request a code.
- Contact your child's teacher and he or she can help you get your code.

What is an email address? An email address is a name for a post office box on the internet that allows you to receive letters, pictures and other communications over the internet. Most email addresses are free.

Don't have an email address? Here is what you do: Stop by the local library and ask them to help you set one up, contact someone at your child's school for help or ask a friend for help.

Now that you have your phone, computer or tablet, and your email and code….you're ready to get started!

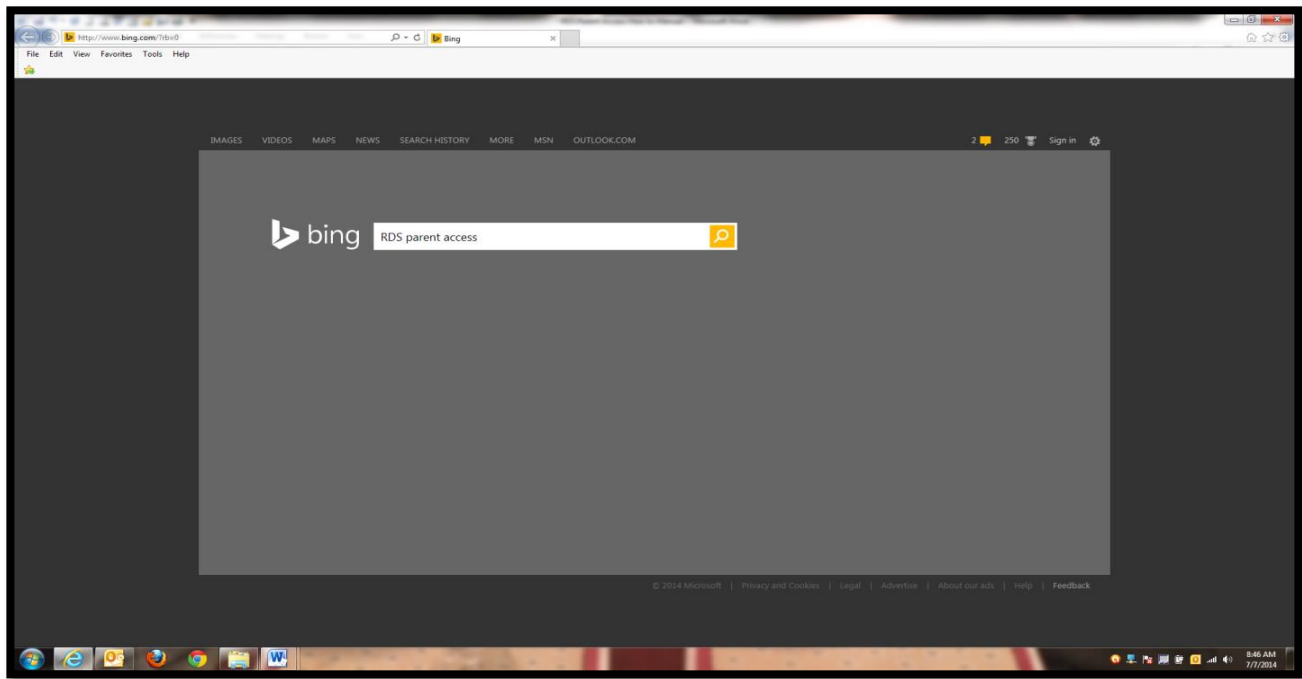**Getting to the RDS Parent Access Page**

Before you can get started, there are three things you need to check:
- Make sure your phone or computer has internet access, such as Internet Explorer, Safari, or Chrome.

- Go to an internet search engine, such as Bing, Yahoo or Google.
- Get your activation code. Remember, you will only need the code the first time you log-in. After that, you will be creating a password and user name that you can use for the site.

You are now ready to go.   Open, or click on, your search engine (Bing, Yahoo, or Google.) Once it's open, you can get to the RDS Parent Access page a couple of ways.
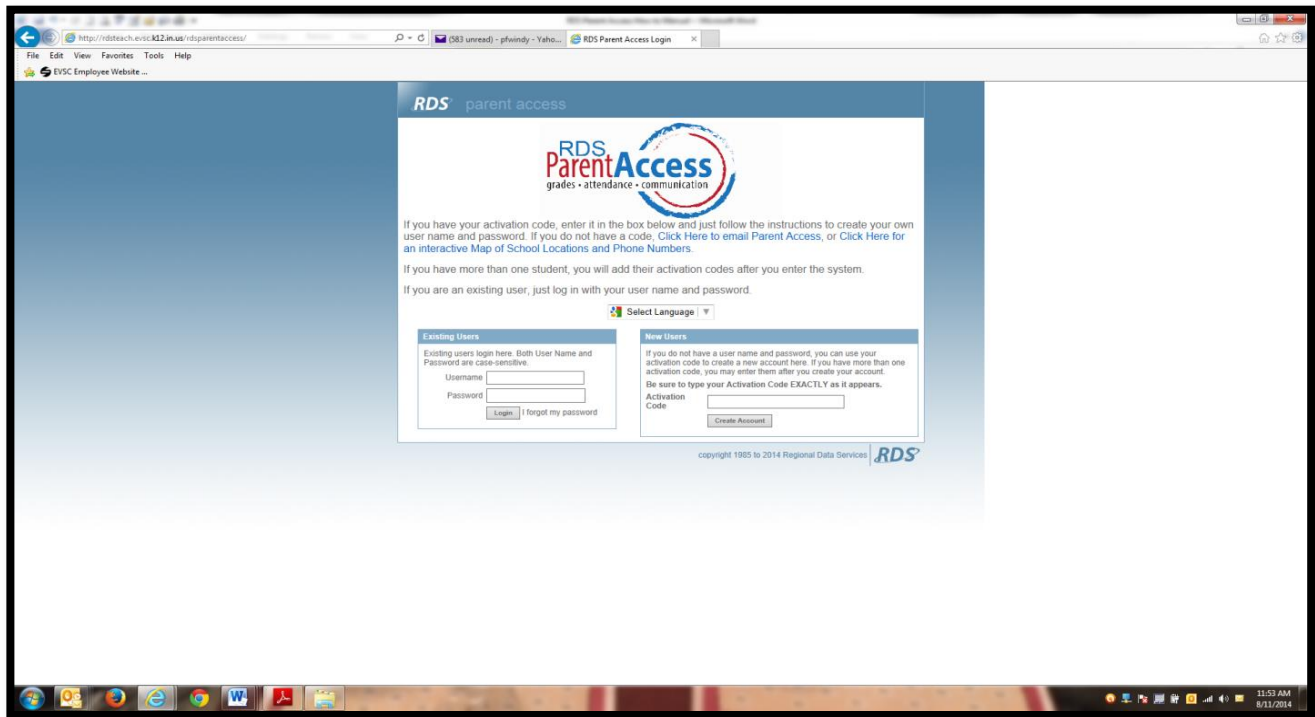
In the "search" area of your search engine, type the words "RDS Parent Access" and hit return.

The search engine will show you a list of websites that contain those words:
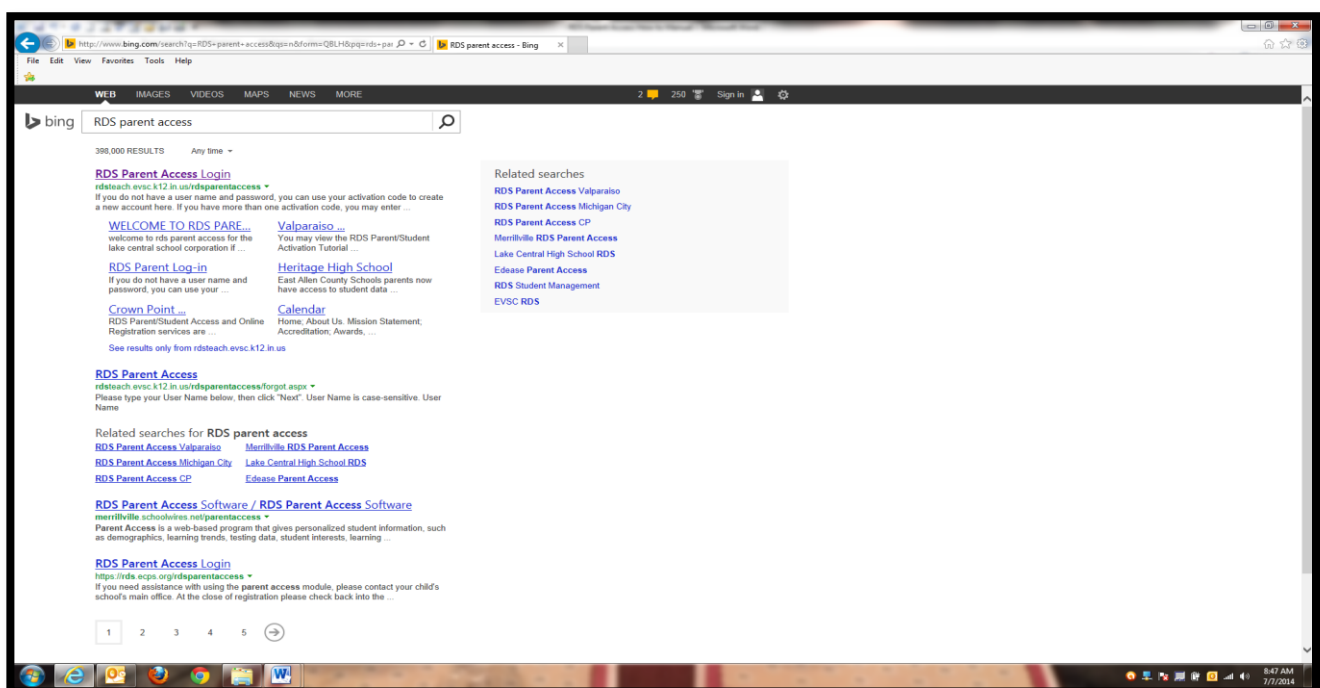
Click on the words that say "RDS Parent Access Log-in" and that will take you to the log in page. It looks like this:

Or you can get to the RDS Parent Access log in page by going through the EVSC website. In the "search" engine, type the words "EVSC" and hit return.
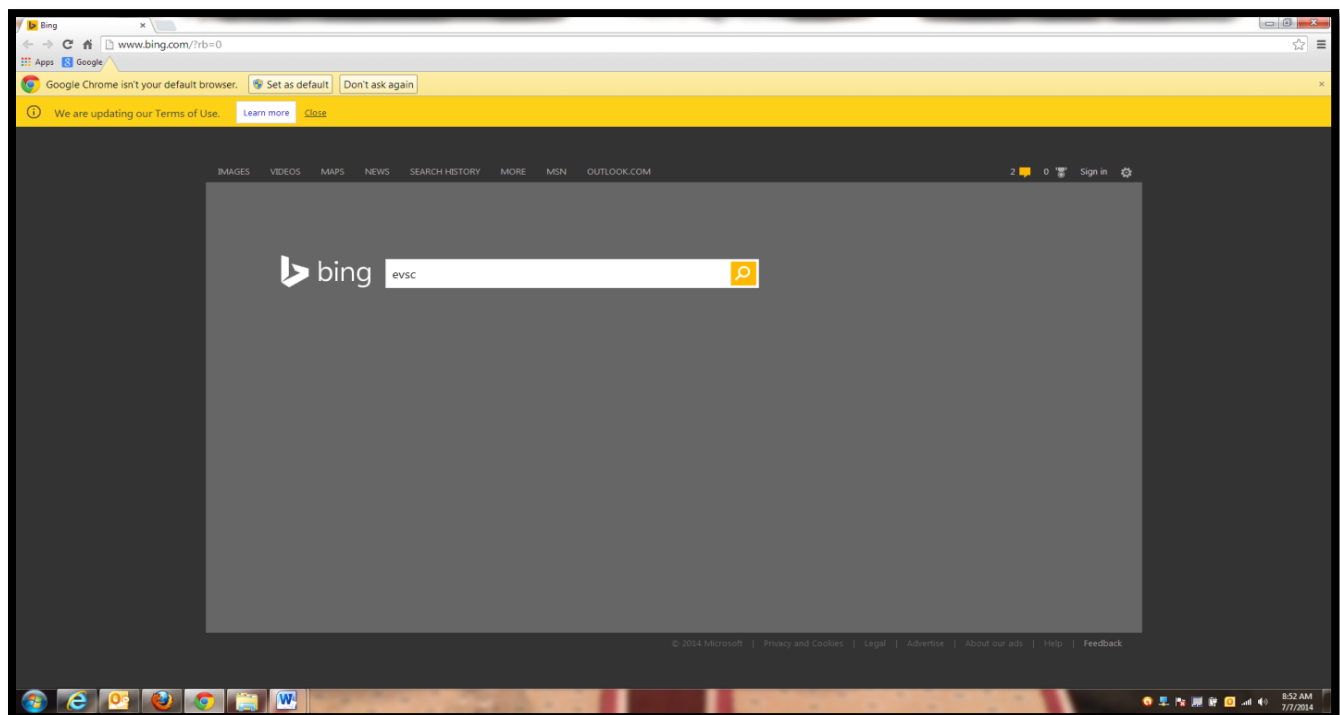
Once again, your search engine will show you a list of websites that contain that word.
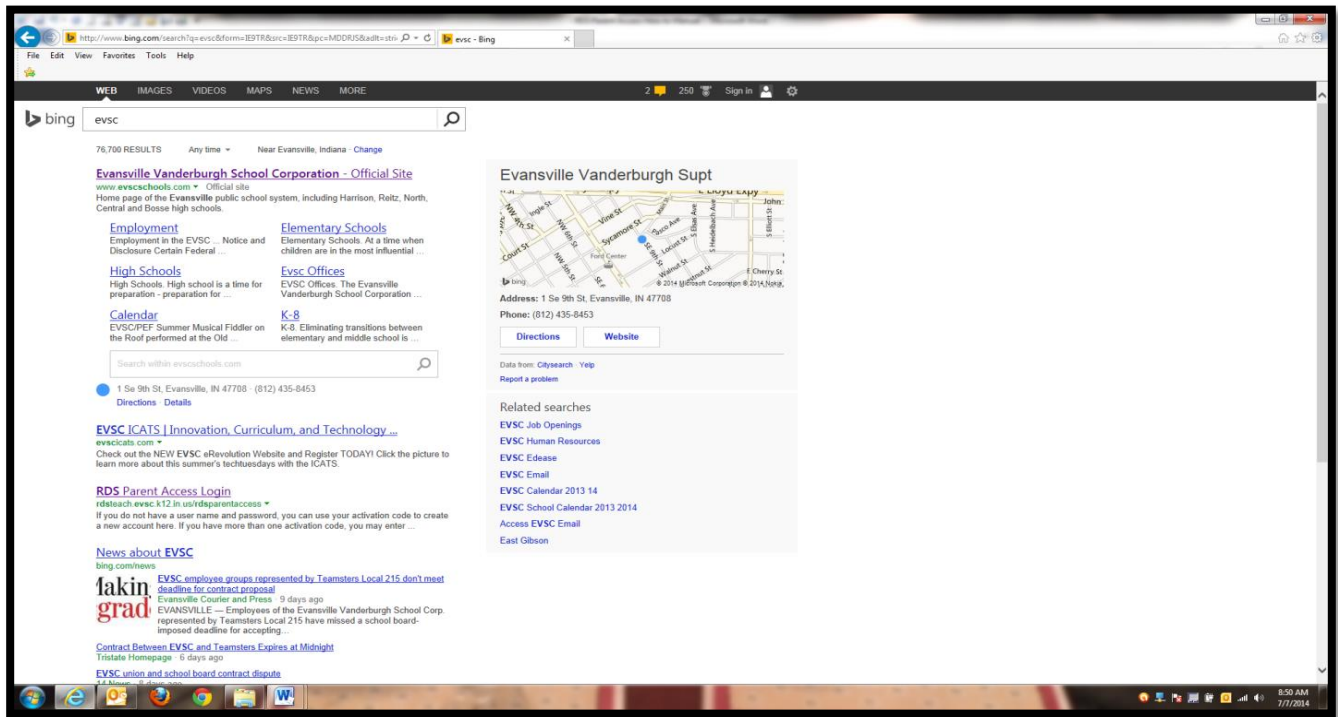
Click on the one that says "Evansville Vanderburgh School Corporation Official Site." It will take you to the official EVSC website. It looks like this:
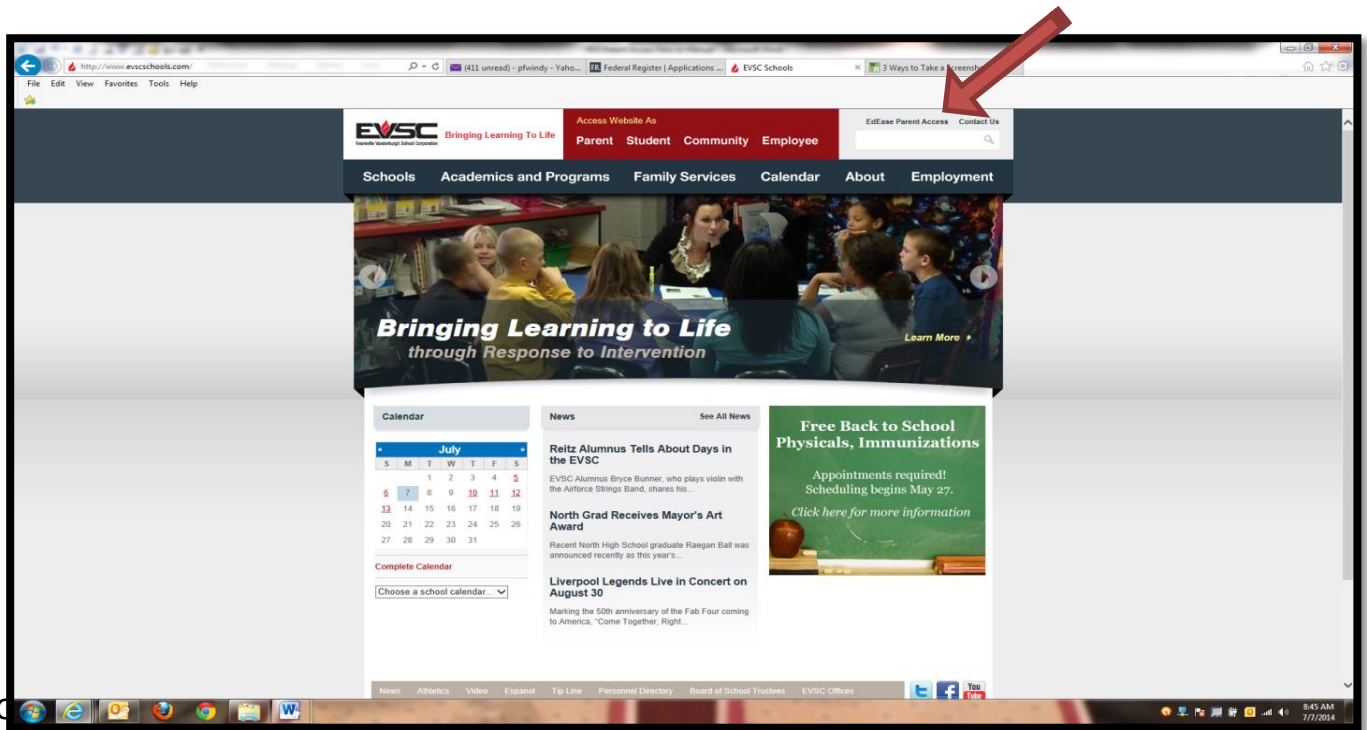
Click on the words RDS Parent Access and that will take you to the RDS Parent Access log-in page. By the way, you'll find lots of other useful information on the EVSC website, so when you have a chance, you may want to take some time to explore it.

You can also get to the RDS Parent Access log in page through your school website. Type "www.evscschools/" and then name of your school and then press enter. Here's an example of a school name: www.evscschools/plaza and the website:
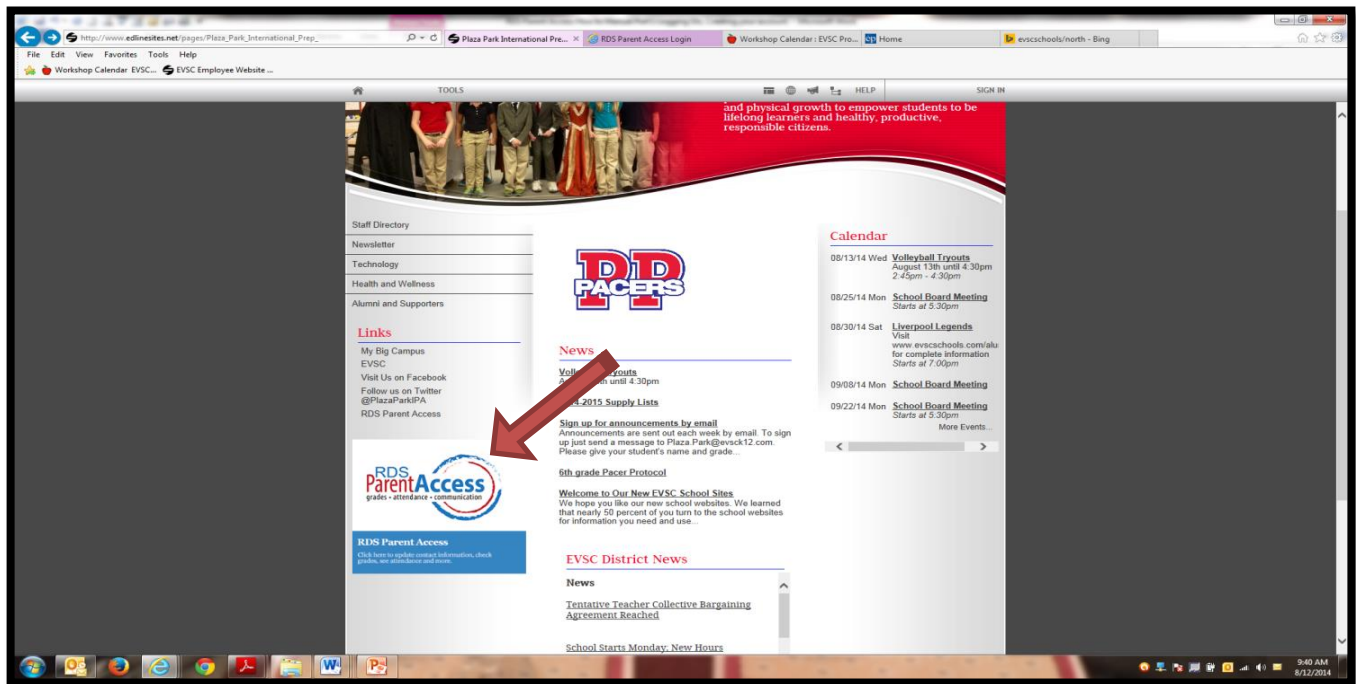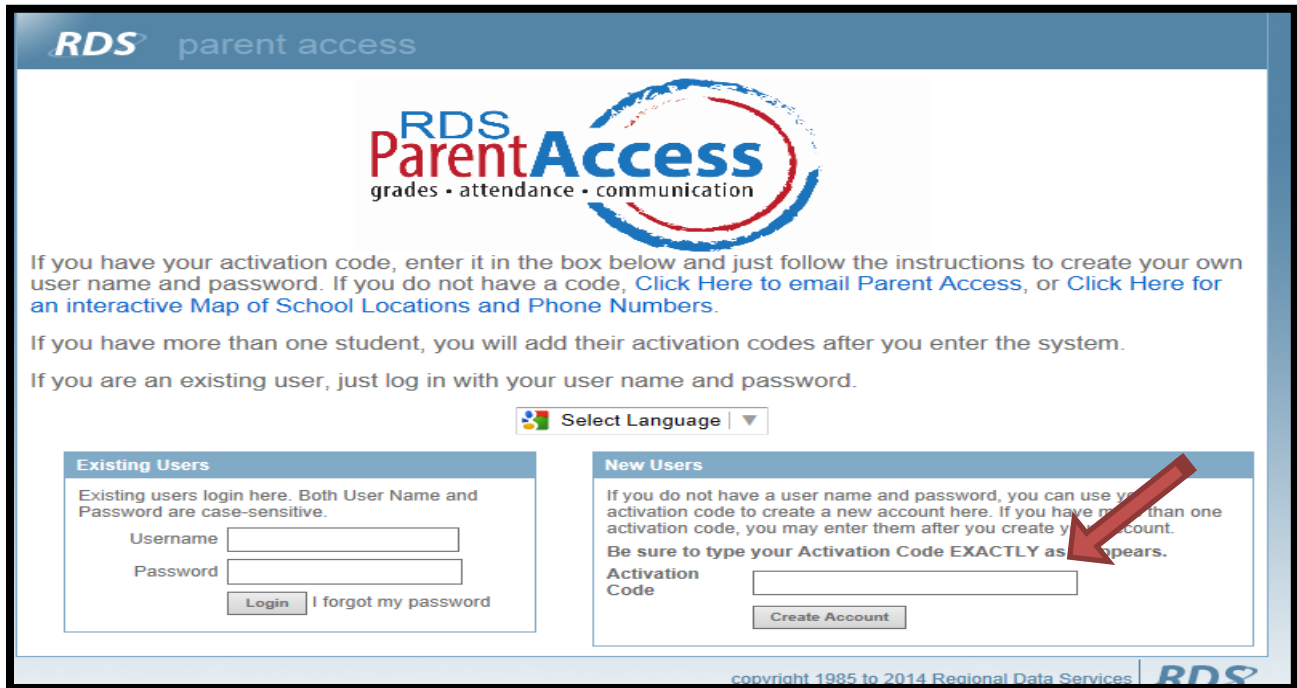
From this site, click on the scrolling words "RDS Parent Access" or click on the RDS Parent Access Logo.

So far, so good, huh? You should be seeing the RDS Parent Access log in page.
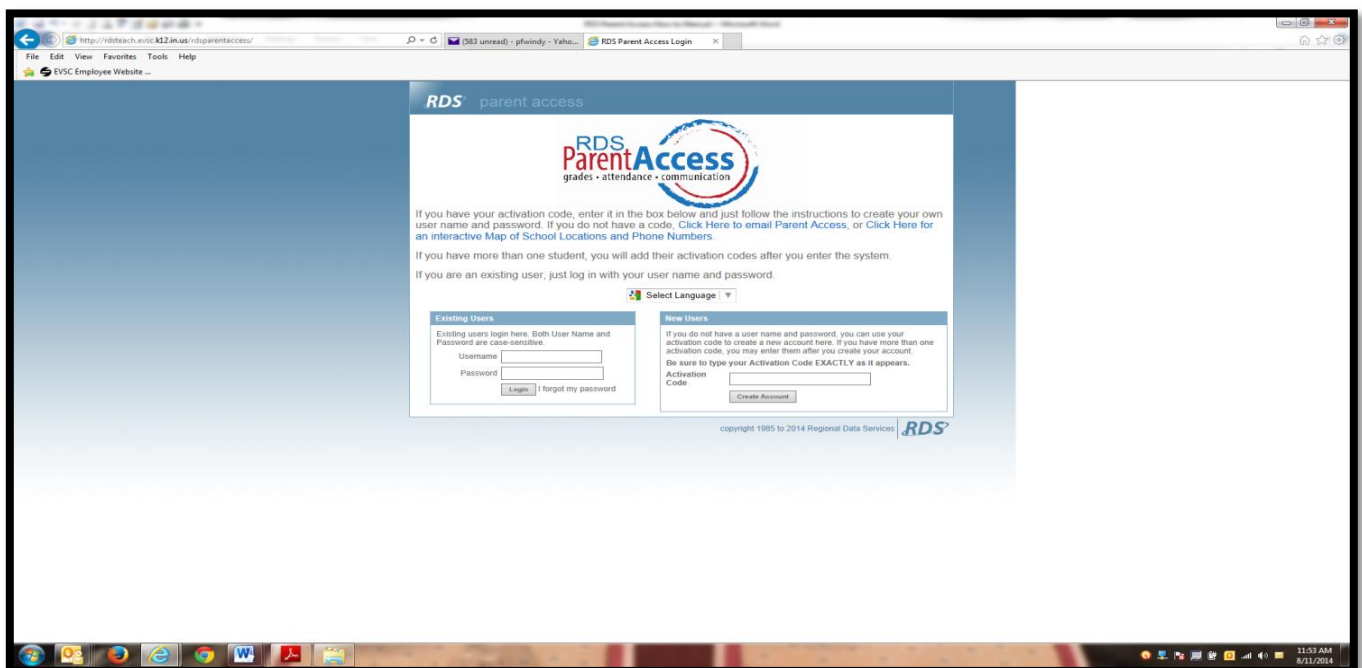
If you are having trouble, and can't seem to get to the page, we encourage you to visit your school, and ask a member of the school staff, or your child's teacher for help.

Now that you are at the log in access page, this is where you will need your activation code. You need to type in the activation code that the school gave you. Type it in exactly like you see it…using the same upper and lower cases letters. You type it in here:

It will look like this…makes sure you type in the dashes too.

After you type in the activation code you get from the school, click on the grey button that says "Create Account." This will take you to a page where you can set up your own user name and password. You only have to go through this step once. Your username and password will not change from year to year.

The RDS Parent Access page also allows you to translate these instructions. To use this feature, click on the words "select language" and another window with a list of language choices will open up. You can then choose the language you want to view and read by clicking on that language. The page will automatically translate for you. And you can type in your activation code.

Once you type in your activation code, and press create account, you will then see this screen:

From this screen you can create your own user name and password. We are creating one for the student Dora T. Explorer.

User name: You will type your actual first name and last name in the first two boxes and then choose a user name you will use to log in. Your user name can be similar to your actual name or you can use your initials, an abbreviation, or another word. Just make sure your user name is something you can remember.

Here are some tips that can help you create a user name and password:

- Make sure both your user name and password are either all upper case, or lower case letters. That way, they will be easier to remember.
- Make sure you include your current email address. This will help you retrieve your user name and password, if you happen to forget it.
- Write down your user name and password and keep the paper in your wallet. That way, you can use your phone to check your student's information any time.

Secret Question: On this screen you will also find a box with the words "secret question". If you forget your password, this secret question feature will allow you to log in and retrieve your password. It is up to you to create your own secret question, make sure you come up with a question that only you know the answer. There is an example of a question on the screen. Here are others:

- What is your mother's maiden name?
- Where were you born?
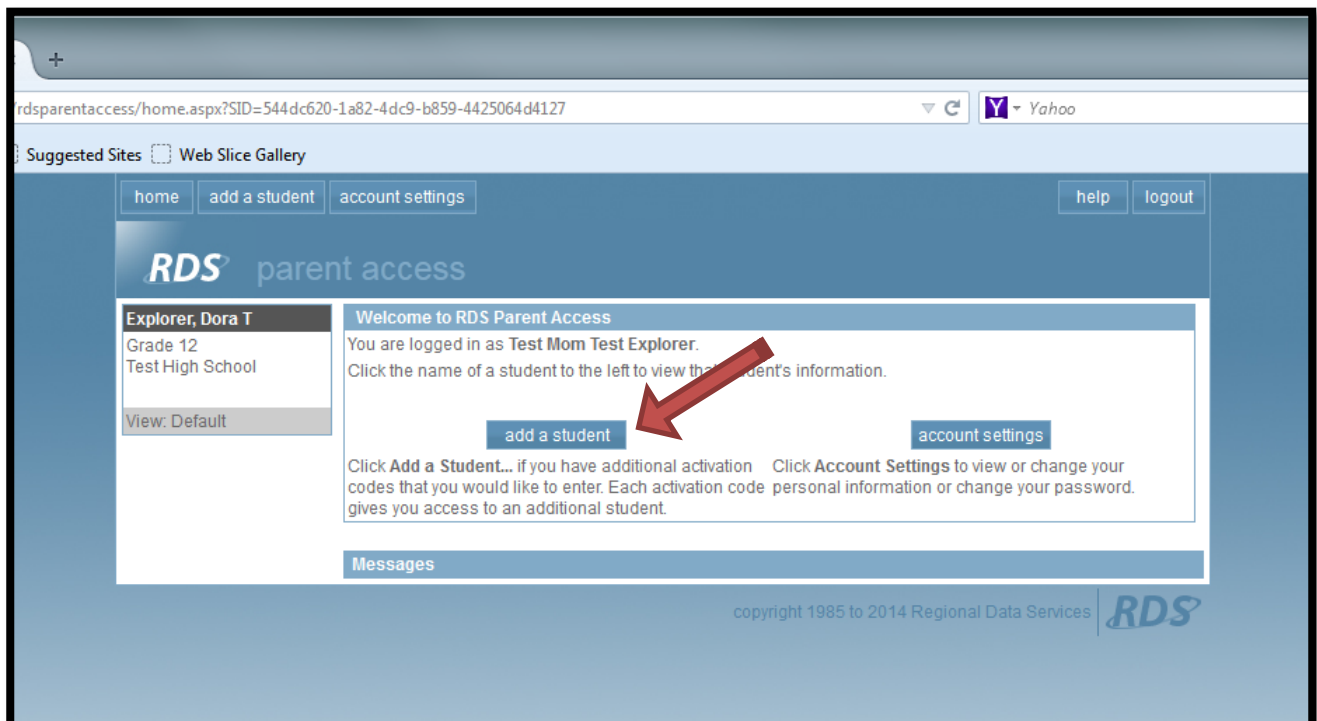- What was your first concert?

After you type in your secret question, make sure you type in the answer.

When you are done putting your information into this page, click on the word "Next" and your account is set up! The page will look like this!

Dora's account has now been set up! To view Dora's information, just click on her name in the corner
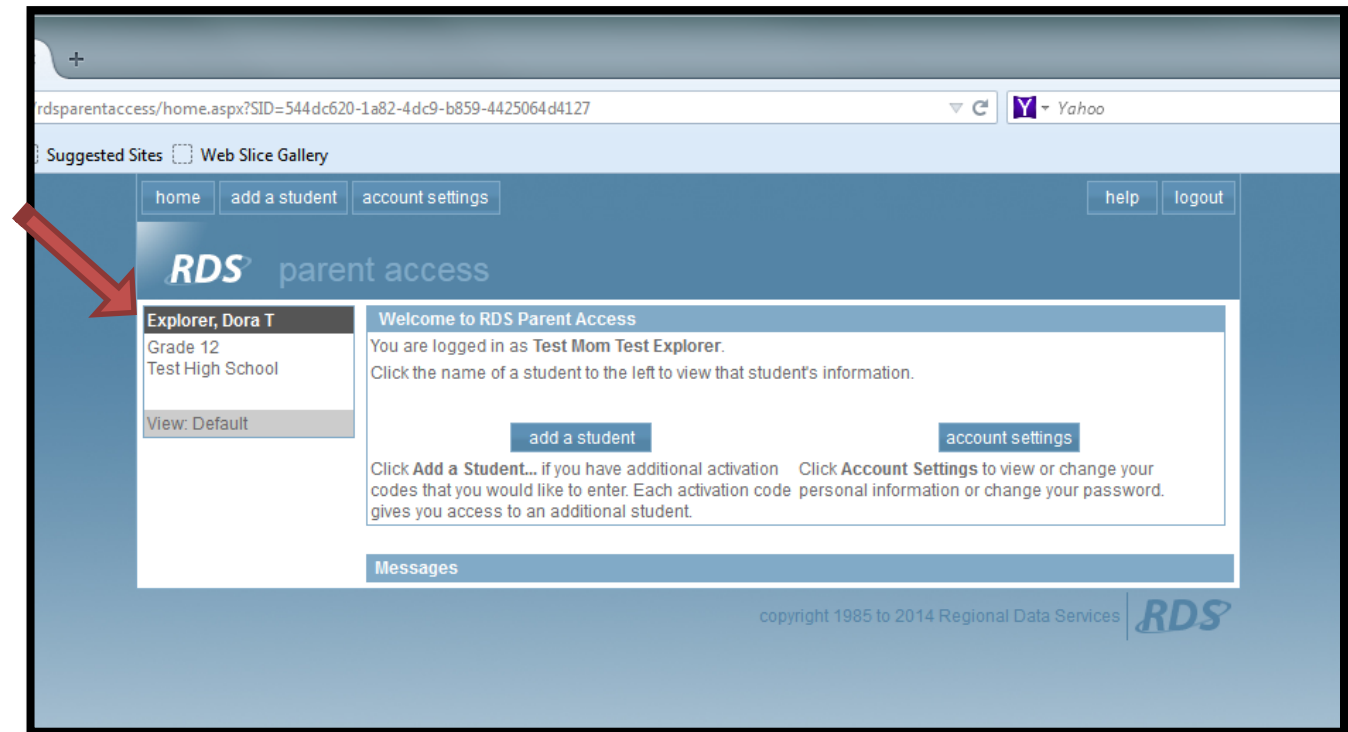
If you have other students in EVSC, you do not need to create another user id and password. You can simply add your other children to this same account. You will need their activation codes. To add other students, just click on "add a student."

You will see this screen:

Put in the activation code of your next child and click on "activate." Repeat the process for each of your children. When you are done…click on "I'm finished adding activation codes."

To see the information on your other children, just click on their names on the left hand side of the screen.

If you forget your password, you can click on "I forgot my password."

The system will ask you for your username. You will see this page…and you can answer your secret question.

They system will email you a temporary password made up of letters and numbers that you can use to get onto the system.

You must check your email to get the temporary password. If you have forgotten your username and password, click on "click here to email parent access" on the log in page.

You can sign onto the system and click on account settings to put in a new password that you can remember.
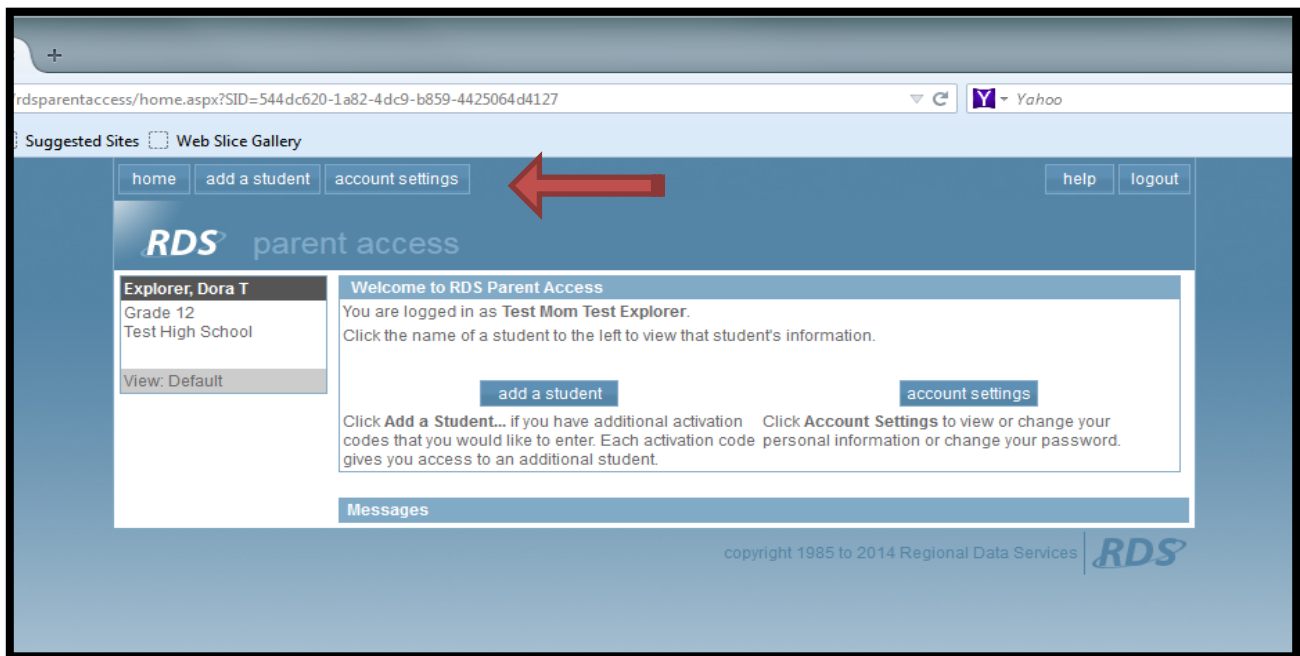
Thank you for taking the time to set up your RDS Parent Access Account!

If you have trouble setting up your RDS account, contact your school, or your child's teacher. You can also email EVSC at parentaccess@evsc.k12.in.us.