

WPS Family Portal Account Access



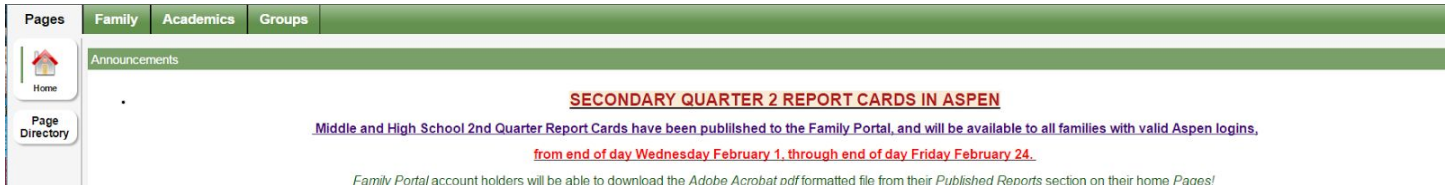
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About Family Portal

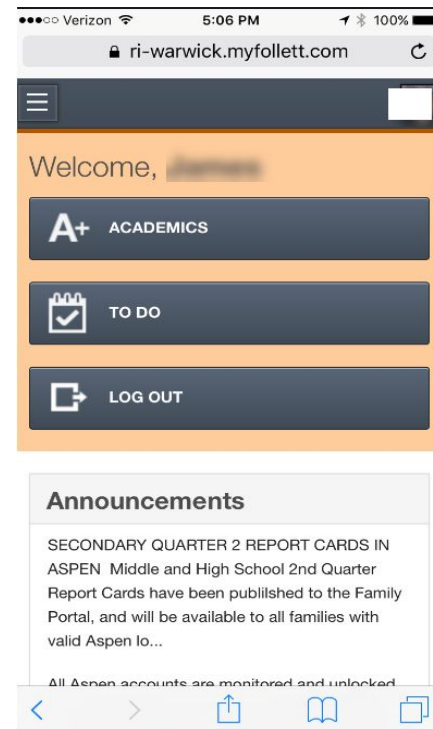
The Family Portal is provided by Warwick Public Schools so parents and guardians can see their students' information, academic progress, assignment information, attendance, and more. Below is an overview of how to access the Family Portal site, as well as a tutorial of its features

There are two ways to access the Family Portal:

1. Go to <https://ri-warwick.myfollett.com> on a computer



2. Go to that same URL on a mobile device, such as a smartphone or tablet. This presents an, on-the-go version of the portal to check student's information.



Logging in to Family Portal

Warwick Public Schools

Login ID

fam-dsmith

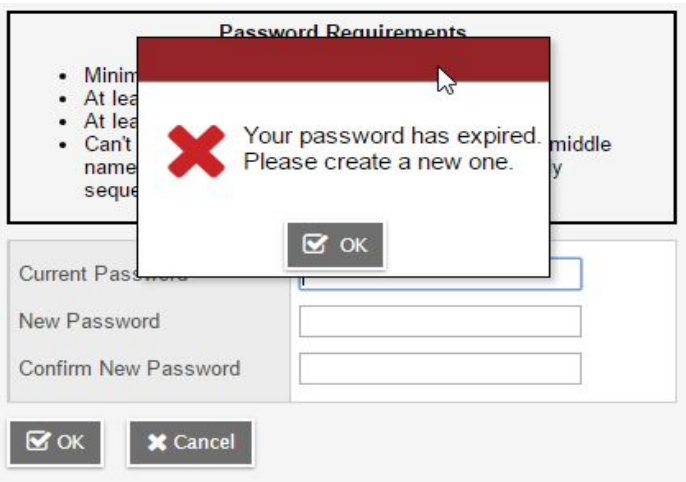
Password

[Trouble logging in?](#) [I forgot my password](#)

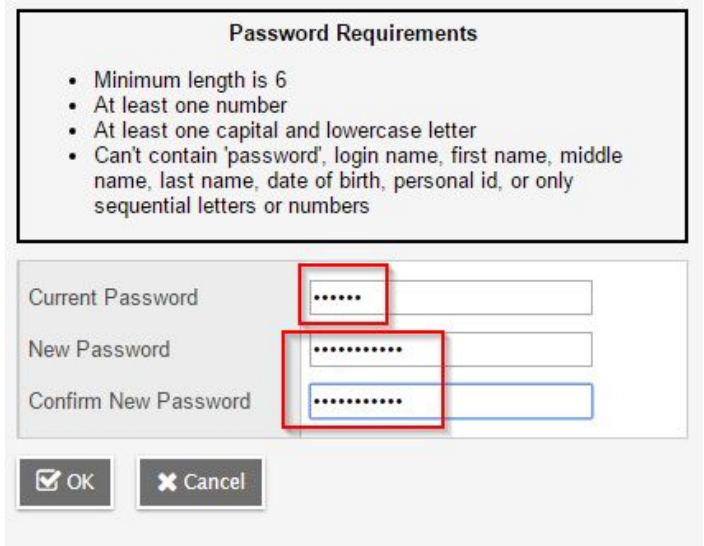
Log On

1. Go to <https://ri-warwick.myfollett.com> as instructed above
2. Type the Login ID (ex. fam-dsmith)
3. Type the temporary password (6 digit-number)

Enter a new password, following the Password Requirements guidelines



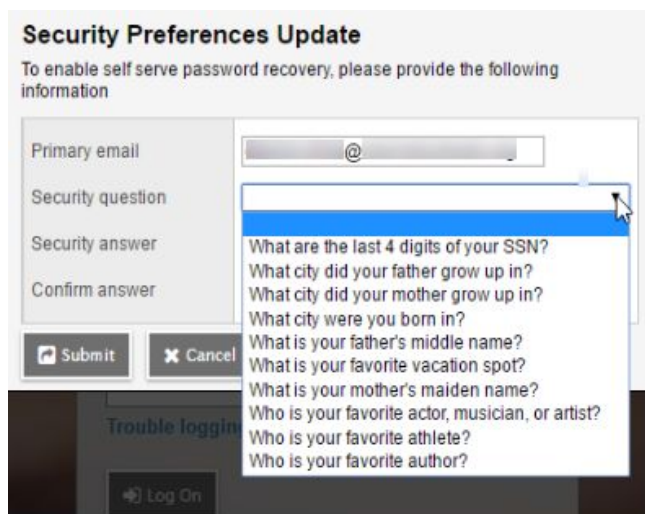
1. In "Current Password", enter the temporary password provided
2. Type a new password twice (in the "New" and "Confirm" fields), making sure to follow the above requirements
3. Select OK to save the new password and complete the login process



Set Security Preferences

This feature allows you to recover a lost password on your own, without district assistance

1. Type a primary email address (if one isn't already there)
2. Select a Security question from the drop-down menu



3. Type the Security answer twice. NOTE: These answers are case-sensitive, pay attention to capital vs. lower-case letters. Select "Submit" to save the email address, security question and answer.

How to Request a Temporary Password

A portal account password can be reset by a portal user without contacting a school for support.

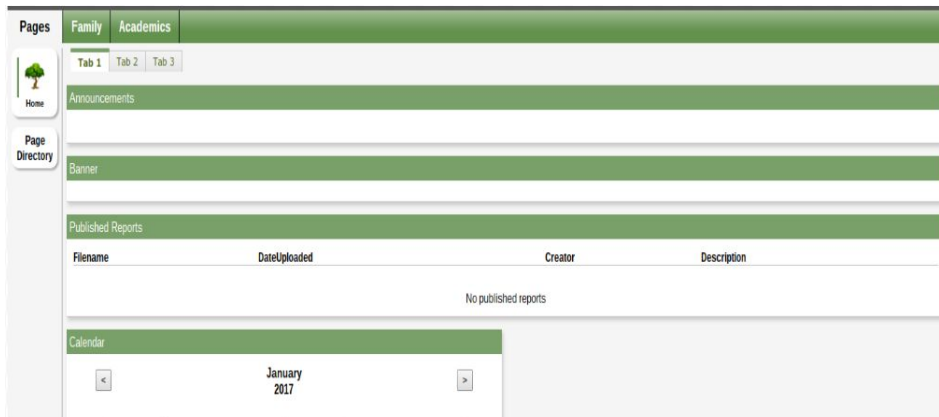
1. In the Family Portal login window, select "I forgot my password" at the bottom
2. Enter the portal Login ID
3. Enter the primary email address used when security preferences were set up

4. Select Continue
5. Type the answer to the chosen security question, which is case sensitive
6. Select Submit

- A message will be sent to the primary email address from aspen-sysadmin@myfollett.com, with the subject “Reset Aspen Password”
- The password format will be 11 characters
 - Example: MANX205sour
- The temporary password provided is 11 characters, case sensitive and *must* be typed exactly as shown in the message
- A new password can now be entered.
- NOTE: After 5 failed attempts, Family Portal accounts will be locked for security purposes
- Locked accounts are cleared 4-5 times daily. If an account is locked please wait an hour then try again.

Family Portal Options and Screens

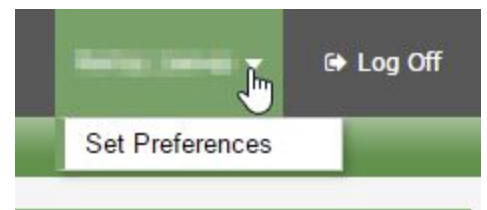
The Pages screen is the landing page for a portal account. This page will display district and/or school Announcements as well as other widgets of information, ToDo Lists, Published Reports (progress or report cards).



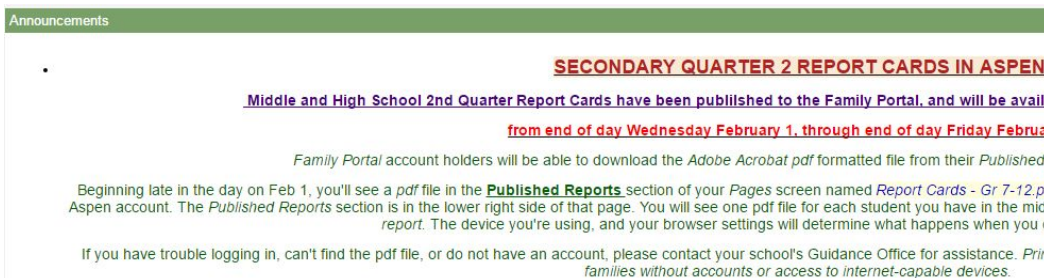
Top right of any screen, the dropdown allows access to the account Set Preferences.

And the Log Off function.

Always click Log Off to end access to the portal.



The Announcement Widget can include district or school related information.



Mid-quarter Progress Reports and quarter end Report Cards are accessible from the Published Reports widget.

Published Reports			
Filename	DateUploaded	Creator	Description
Report Cards - Gr 7-12	6 KB 2/2/2017 1:53 PM		Published Reports
Report Cards - Gr 7-12	6 KB 2/2/2017 1:53 PM		Published Reports

Published reports disappear 3-4 weeks after they are made available.

Printed or emailed copies can be obtained upon request from main office or guidance staff at each school.

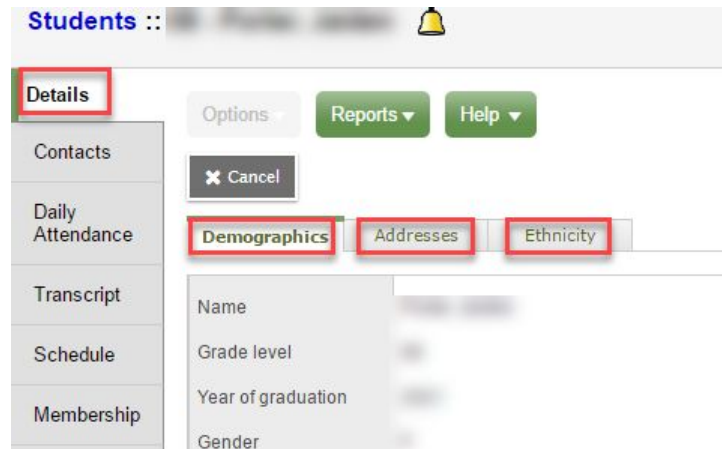
To Do widget displays assignments for one or more children. Select the down arrow in the right corner to toggle between children.

Family tab

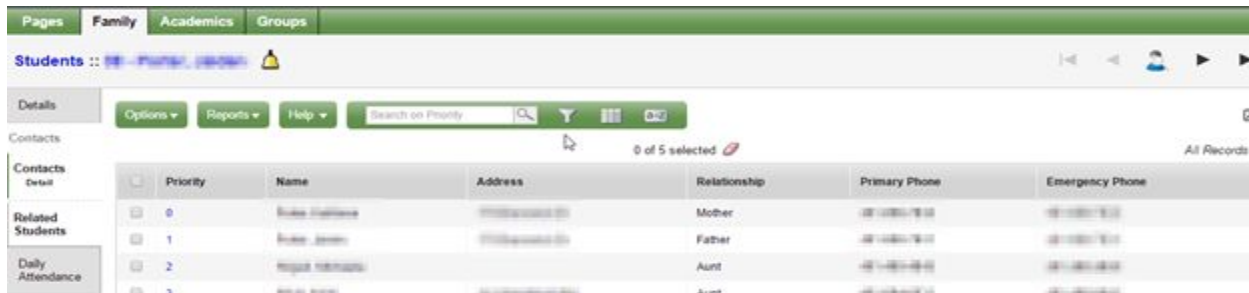
Detailed student information for children in a family

Select the box next to a child's name, select a side tab to display data

Student Details, choose Demographics, Addresses, Ethnicity



Student Contacts, parent/guardian and emergency family/friend contacts entered on registration forms



Daily Attendance for Current Year or All Records from previous years



Transcript side tab choose school level for the student to view transcript/grade details

Student Schedule (toggle between matrix or list view)

The screenshot shows the 'Student Schedule' interface. On the left is a vertical navigation menu with options: Details, Contacts, Daily Attendance, Transcript, Schedule, **Schedule**, Requests, Membership, and Notification. The main area has a header with 'Students :: [Name]' and navigation arrows. Below the header are buttons for 'Options', 'Reports', and 'Help'. A red box highlights the '<< List view' button. Underneath is a 'Daily Attendance' section with a 'Time' dropdown set to '03'. The main content is a grid with columns labeled 'A - A', 'B - B', 'C - C', 'D - D', 'E - E', and 'F - F'. The rows are labeled '1.01' and '2.02'. Each cell in the grid contains a small icon representing a subject.

Student's enrollment membership history

The screenshot shows the 'Student's enrollment membership history' page. At the top is a navigation bar with 'Pages', 'Family', 'Academics', and 'Groups'. Below is the 'Students :: [Name]' header with navigation arrows. The main area has buttons for 'Options', 'Reports', and 'Help', along with a 'Search on Date' field and filters. It shows '0 of 6 selected'. The main content is a table for 'Winman Jr. High School - Enrollment status: Active - Year of graduation: 2021'. The table has columns: Type, Date, Code, Reason, Status, YOG, and School > Name. There are three rows of data, each with a checkbox in the 'Type' column.

Type	Date	Code	Reason	Status	YOG	School > Name
<input type="checkbox"/> E				Active		
<input type="checkbox"/> W				Active		
<input type="checkbox"/> E				Active		

Notification - subscriptions available for email notification and notification through the Follett Notification App.

The screenshot shows the 'Notification' page. It has the same navigation menu as the previous screenshots. The main area has buttons for 'Options', 'Reports', and 'Help'. Below is the 'Subscriptions for Email Notifications' section. On the right, there are buttons for 'Download on the App Store' and 'ANDROID APP ON Google play'. The main content is a table with columns: Name, Description, and a checkbox. There are three rows of data. The 'Grades' row has a 'Grade Threshold' input field below it.

Name	Description
Attendance	This subscription will notify you of any attendance entry for this student.
Conduct	This subscription will notify you of any conduct incident by this student.
Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%.

Grade Threshold

Follett Notification App can be found at the Apple App Store or on Google Play and when set up it allows parents to receive updates from teachers or administrators.

Academics tab

A student name appears in the center of the window. Select the down arrow to choose another child. Access grade details by year and term

Classes

Options ▾ Reports ▾ Help ▾ Search on Term 🔍 📄 a-z

Student [▼]

0 of 9 selected

Current Year ▾ Current Term ▾

Description	Description	Course	Term	Unrotated Schedule	Teacher	Classrm	Term	Previous Year	Abs	Tdy	Dsm
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				
Math	Math	Math	2020	2020	Math	100	2020				

Current Term ▾
 Current Term
 All Terms
 Q1
 Q2
 Q3
 Q4

Details

View details for each course, attendance and average summary

Classes :: [Teacher: Sarai Pryor] [Classroom: A308]

Options ▾ Reports ▾ Help ▾

Cancel

Teacher: Pryor, Sarai Classroom: A308

Type	Q1	Q2	Q3	Q4	Year
Absent					
Tardy					
Dismissed					

Category	Weight	Q1	Q2	Q3	Q4
Class Participation	Avg				
Homework	Avg				
Project	Avg				
Quiz	Avg				
Test	Avg				
Gradebook average					
Posted grade					

Assignment details for each class. Choose a category and grade term

Classes :: [Home](#) [Classes](#) [Assignments](#) [Reports](#) [Help](#) [Log Off](#)

Details

Options ▾ Reports ▾ Help ▾ Search on DateDue 🔍 ⌵ 📄 🔍

Assignments
Details

Attendance

Category: All ▾
Grade Term: Q3 ▾

0 of 8 selected 🍷

<input type="checkbox"/>	AssignmentName	DateAsgn	DateDue	Weight	Score	Assignment feedback
<input type="checkbox"/>	Assignment 1	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 2	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 3	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 4	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 5	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 6	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 7	10/1/2020	10/15/2020	10	0.00	
<input type="checkbox"/>	Assignment 8	10/1/2020	10/15/2020	10	0.00	

Note: Remember to choose Log Off at the top right of the windows to properly log out of the portal.