Step 1: Select Manage > People > Parents

| Home Manage Attendance • Classes • | Plan Assess Analyze People • Entities • Setup • | [Log out] My Account + Cor | Central Park Elementary Alicia Sylvestre | 2012-2013 ART.OK-a |
|---------------------------------------|----------------------------------------------------|-------------------------------|---------------------------------------------|-----------------------|
| Panel | Administrators Teachers Students | | | |
| | <u>Parents</u> Merge Teachers Wizard | | • | |
| Step 2: Select Add a | a Field icon | | | |
| Parent List | | , | | |
| Contact List | | | New New | |

Step 3: Check any fields you which wish to view. You can deselect fields you do not wish to view.

Step 4: Apply Changes

| Choose Columns | - Mozilla Fire 🕴 |
|------------------------|---------------------|
| https://studentachieve | .nesd.ca/SASTeach 🏠 |
| Reset | Apply Changes |
| First Name | |
| Middle Name | |
| Last Name | |
| Email | |
| User Login | |
| # of Children | |
| Child Names | |
| Family Id | |
| Mailing Address | |
| Home Phone | |
| Work Phone | |
| Fax | |
| Last Login | |
| Can Login | |
| Can Login Reason | |
| Preferred Language | |
| User Uploads Folder | |
| Windows Account | |
| (sys) Contact Id | |
| | |
| | |
| | |

Note: Only information that has been entered into Maplewood will appear in StudentsAchieve.