

Snowman Software DaySchool®

SnowmanPortal User's Guide for Parents

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Overview

SnowmanPortal is a secure web portal provided by your school where you can access your own information to provide updates, view your and your students' data, and perform various related tasks.

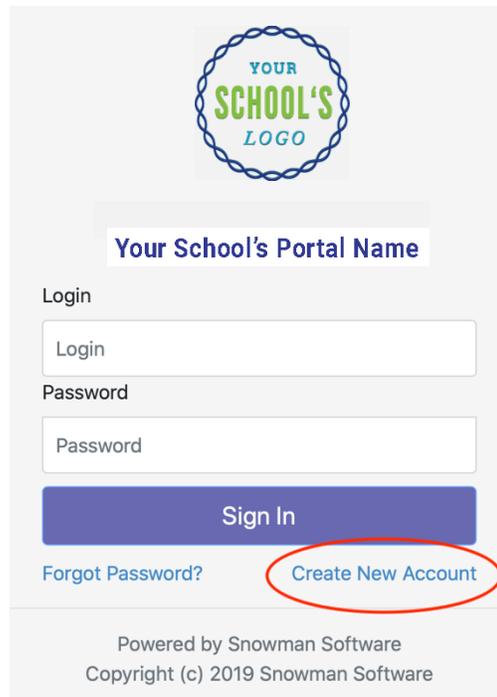
Follow the steps below to create your portal login:

Step	Direction
1	Your school will provide the link to the portal login screen. Go the address provided then continue to the next step.
2	<p>You will use the <i>Create Account</i> option on the login page just one time upon your first access of the portal.</p> <p>KEY POINT: Your email address will be your login.</p> <p>The email address must have been previously provided to the school and used in communications from the school. You cannot create an account without a matching email. Your school records' email address must exactly match the email address you provide to create your account. Every aspect of the email address must match, including letter case. (<i>i.e., Myname@company.com versus myname@company.com versus myname@Company.com are all different.</i>)</p>
3	Once you create your account, you will be able to access the portal at any time using your credentials and provide data updates as required by your school or simply view information.

Creating Your Portal Account

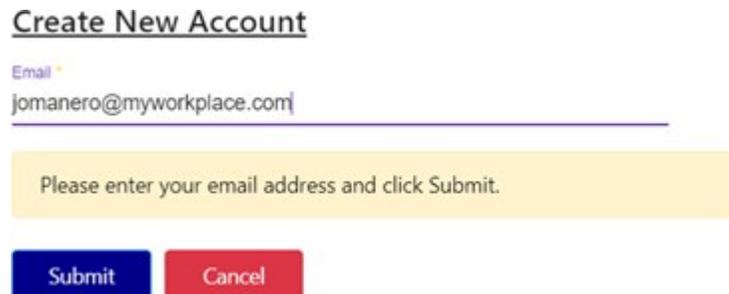
Before you can log into the portal you must create an account. You only need to do this one time, so if you have done this already you can skip this section.

When you go to the portal login page, you will see a screen similar to the one below. It will have your school's logo and the name your school uses for the portal. Click on the *Create New Account* link (annotated below) to start the account creation process.



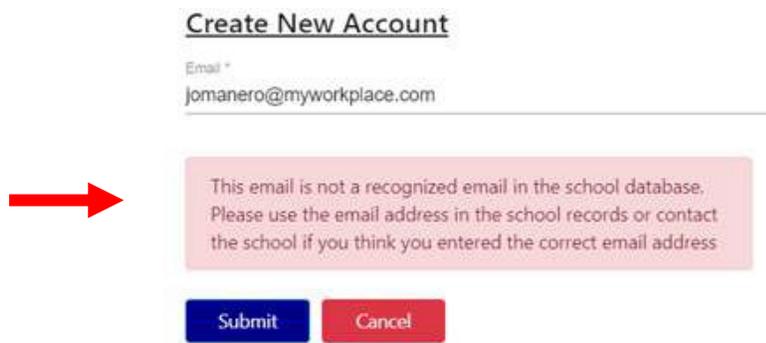
The screenshot shows a login page for a school portal. At the top is a circular logo with the text "YOUR SCHOOL'S LOGO". Below the logo is the text "Your School's Portal Name". There are two input fields: "Login" and "Password". Below these fields is a blue "Sign In" button. To the left of the "Sign In" button are two links: "Forgot Password?" and "Create New Account". The "Create New Account" link is circled in red, and a red arrow points to it from the right. At the bottom of the page, it says "Powered by Snowman Software" and "Copyright (c) 2019 Snowman Software".

The screen below will display after clicking *Create New Account*. Enter your email address and click *Submit*.



The screenshot shows the "Create New Account" page. At the top is the heading "Create New Account". Below it is an "Email" input field with a red asterisk, containing the text "jomanero@myworkplace.com". Below the input field is a yellow box with the text "Please enter your email address and click Submit." At the bottom are two buttons: a blue "Submit" button and a red "Cancel" button.

If your email address is not recognized (i.e. it does not match what is in the school records) you will see the error message shown below. At this point, if you are certain that this should be the correct spelling of your address including lower case versus upper case, etc. you should contact your school to correct this in their records and, once they have made the correction, come back and try again.



Create New Account

Email *
jomanero@myworkplace.com

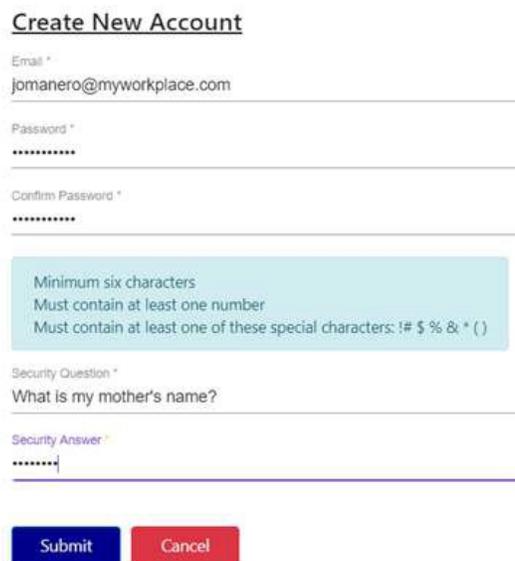
This email is not a recognized email in the school database. Please use the email address in the school records or contact the school if you think you entered the correct email address

Submit Cancel

A red arrow points to the error message box.

If your email address matches the school records, you will be prompted to setup the credentials for your account.

Make sure you follow the password complexity rules that are displayed for you and set up your security questions and answer. This question and answer will be needed in case you forget your password in the future.



Create New Account

Email *
jomanero@myworkplace.com

Password *

Confirm Password *

Minimum six characters
Must contain at least one number
Must contain at least one of these special characters: !# \$ % & * ()

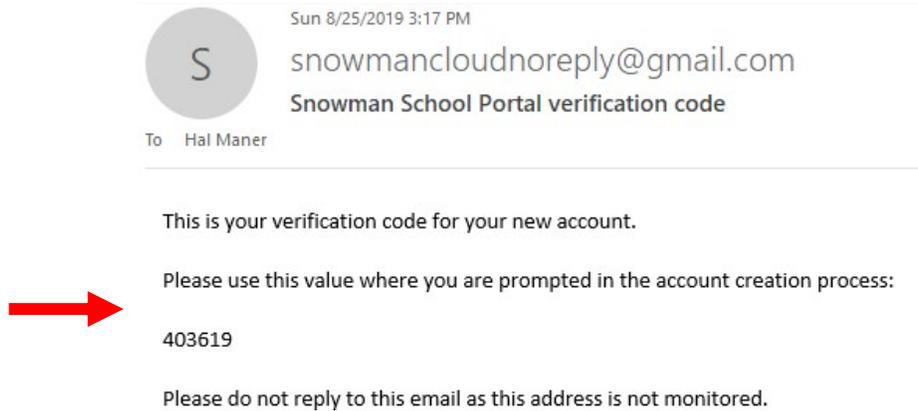
Security Question *
What is my mother's name?

Security Answer *

Submit Cancel

Once you click *Submit*, your account creation request will be sent to the portal and a verification code will be emailed to the email address you provided as your account login.

Check your email to find the verification code that was sent to you and enter it where you are prompted. Below is what this email may look like:



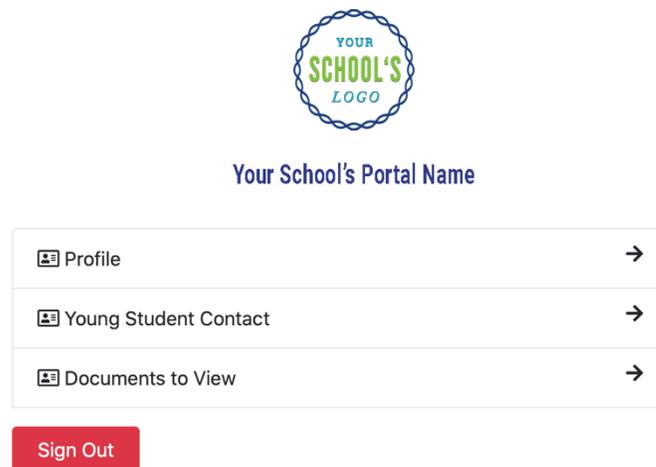
Once you enter the correct verification code, your account is created, and you will be logged in. From this point forward, you will simply be able to login to the portal using the credentials you setup.

If, at any point in the future, you forget your password or you want to change it, simply click the *Forgot Password?* link and, after correctly answering your security question, you may create a new password.

Portal Main Menu

After logging in you will see the main menu and it will look similar to the screenshot below. It will list a “Profile” option (this is where your school data fields are), followed by one or more of your children’s profiles, and possibly options such as documents to view, report cards or giving history, for example.

The options you see in the menu are controlled by school administration. If you do not see some of these options this is perfectly normal as you school may not be using all the features in the portal.



Profiles and Submitting Updates

When you click the Profile option, you will see a screen display similar to the following:

Field	Value	Change All
CONTACT 1		
First Name	Ima Test	Change
Last Name	Contact	Change
Preferred Name		Change
Address	123 Main Street	Change

Your school may periodically ask you to go through this data and submit updates. If you need to change one or more fields, you first need to click the blue *Change* button to the right of the field. This will unlock that field for you to be able to enter changes there. Alternatively, if you are changing multiple fields, you can just click the *Change All* button located in the top row. This will unlock all fields shown there so you can change them as appropriate.

Once you are ready to submit your changes, click the *Submit* button at the bottom left of the form. Once you see the *Profile update submitted* message appear below the *Submit* button, you can click the *Back* button to go back to the previous menu.

OR

Check **NO** if you do not consent to your data/your child's data being collected, processed and used in accordance the school's policies.

Privacy Consent Permission

YES, I have read the sch

Change

Submit Back

Profile update submitted.

IMPORTANT NOTE

When you submit portal updates, these are sent to your school's system right away. Once submitted, the updates go into a holding area before they are permanently updated in the school's information system. Your school administrators control when this permanent update happens. Thus, when you log back into your account after submitting changes, the old values may still display, which is normal. You should not re-submit this information unless you hear from your school that your updates were not received.

Student Profile and Other Student Options

There is a *Profile* menu option under each one of your enrolled students, similar to your contact profile. The school may request you to submit updates on the student profile also.

Student profile updates are done the same way as explained above in the contact profile section. Click the *Change* button for any field value you want to change, enter the new values, then click *Submit* once you have made needed changes. If your school provides a section in the student profile to upload documents, please follow steps in the Upload Documents section

In addition to profile updates, you may see other options available under your student's name if your school is making use of these system features. These may include attendance information and report cards. Attendance and report cards, if an option, will be for viewing only.



Your School's Portal Name

 Profile	→
 Young Student Contact	→
 Documents to View	→

Sign Out

Documents to View

Your school may make certain documents available to you for viewing and download in the portal. These will be listed in the main portal menu as *Documents to View*.



Your School's Portal Name

Ima Test Contact Mom Contact Documents to View

[Back](#)

Document	
Allergy Action Plan	View
Asthma Medication Authorization/Plan	View
Blood Lead Level Certificate	View
Release Exchange Student Information - fillable	View
Emergency Contact - fillable	View
Field Trip Permission - fillable	View
Health Concerns follow up (if requested) - fillable	View
Health Inventory Part 1 - fillable	View
Health Inventory Part 2 - download and doctor sign	View
Immunization Certificate	View
Medication Authorization	View
Seizure Medication Authorization	View
Unknown Allergy - fillable	View

Some of the documents shown in this section may require action on your part such as downloading, completing and signing a form. The forms requiring action may or may not be fillable. Click *Download* to save a copy of the document on your computer for later reference or to print for other use such as completing and signing the form or taking to a health care provider to complete and sign.

You can view documents in this section by clicking the *View* button next to the document name, as shown below. The document will display, and you can page through it, zoom in and out, and download.

Click the *Close* button when you are done viewing or downloading a document.

NOTE: Forms that are fillable must be downloaded onto your computer and opened on your computer in order to complete the fillable fields. The fillable fields on documents are not indicated when viewing the document in the portal. Download the document and open it in a program such as Acrobat Reader™ to complete and save the form. (*Download the free Acrobat Reader [here](#).*)

After completing the requested fields in a fillable form save the form on your computer then close the form. If there are multiple forms to complete and upload, consider creating a folder on your desktop to store the completed forms. This will make it easy to find the forms when you need to select a file to upload through your portal.

Complete non-fillable forms manually and if your printer has the capability, scan to a PDF file or take a picture of the document with your phone and convert it to a PDF file to upload to the school through the portal. (*See resources at the end of this document for help on converting an image file to PDF format.*)

Resources

[Adobe Acrobat Reader](#)

A free global standard for reliably viewing, printing, signing and commenting on PDF documents. Download a copy [here](#).

[Convert Photo on iPhone or iPad to PDF](#)

Convert jpeg images to PDF without downloading an app. Read four simple "How To's" [here](#). Method #1 works very well.

[Adobe Scan for iPhone and Android](#)

The free Adobe Scan mobile app works on your mobile device, scan documents into PDF's, and automatically recognizes text. Read more [here](#).

Download your free version at the App Store or at Google Play. Click on the button to go to:

