

September 19, 2011

Dear Parents,

To follow are the detailed instructions for registering for your IPass IParent portal:

1. Type in the URL code <https://ipass.imgsoftware.com/school/sturgis/index.html>. This will bring you to the IPass Log-In screen. You can also access this URL from a link on the homepage of the Sturgis website.
2. Enter a user ID. This can be anything you choose.
3. Enter a password.
4. Click on "Click here to apply for on-line access to your child," which is located in the lower, middle area of the page.
5. You will arrive on the Register for On-Line Access screen. Please fill out all of the requested information and then click on submit. \*The student ID is located on the top of your child's schedule.
6. Once you have submitted your information, your request will be sent to the school for an approval process. Once the school has approved you in the system, you will be able to enter the portal.

You will receive notice when you have been approved. Once you receive this notice, please log into the parent portal, with the same user ID and password. Once you are in the portal, you need to do the following:

1. Click on the + sign next to the IParent folder.
2. Click on Update Guardian Data in the drop down menu.
3. This screen will reflect your biographical information. **Please review all of the information and make changes where necessary.** This will allow us to make sure that we have the most recent information for both you and your child.
4. Click on Submit.
5. On the drop down menu under IParent, click on biographical. **Please enter your child's email address and hit submit.** The teachers will be communicating to the students via email, so this step is very important.

You are now all set to use IParent! Please feel free to call me should you have any questions. I will also be happy to answer any questions you may have at the open house.

Sincerely,

Rachel Todoroff