

Signing-Up to Communicate with Hinsdale Central High School

For some folks there is confusion regarding signing-up for various communication vehicles from HCHS.

Here is a primer:

1. Communication from the School to Individual Families--Parent Email Address. We ask everyone to complete an information sheet at registration/Book Month. On that sheet we request parent email addresses. These addresses are stored in our student management information system so that school personnel can make contacts with individual families. But, these emails are not used to send out the weekly E-News listserv emails because we believe that parents should have a choice as to whether they receive "bulk" email.

2. Weekly ListServ E-News Email. In order to sign-up for the weekly E-News listserv emails, a person must go to the HCHS website (<http://central.hinsdale86.org/>) and register to receive these emails. You will easily find the 'blue mouse' icon for registering for these emails. This is an "opt-in" system; we understand that not all parents want to receive the weekly "news email" so we provide a choice.

3. Home Access Center (Online Grade Portal). *Separate system.* Most families recently received a letter from the school with log-in instructions and information. If you did not receive this letter, or misplaced it, please contact Vivian Kane (vkane@hinsdale86.org). You will need to provide Ms. Kane with your student's name, I.D. number, and the parent(s) name. Ms. Kane will be able to generate a password for you.

4. Naviance (College Information). *Separate system.* If the student is a sophomore, junior, or senior, the student/parent must contact the Guidance Counselor to register and receive a log-in. If the student is a freshman, he or she will receive log-in instructions and information after the end of the first semester.

5. Sharepoint. *Separate system.* Students have access to Sharepoint sites; there is no separate parent log-in. From home, students must go to the Hinsdale Central web site (<http://central.hinsdale86.org/>). At the top of the page is a Sharepoint link. At the link students will be asked to log-in. Their log-in is STUDENTID#@hinsdale86.org. If this log-in does not work, they should first check the link on the log-in page that will help them trouble-shoot. If this does not work, then they should ask any teacher they have to put in a HelpDesk ticket for them. In order to access Sharepoint from home, a student must have first logged-in to Sharepoint through the school's network at school. Not all teachers have Share Point sites for their classes, but many do.

6. PTO Directory and PTO emails. *Separate system.* The Parent Teacher Organization for Hinsdale Central High School is technologically an entirely separate entity. Registering to receive information from the PTO is done through the PTO web site (<http://www.hinsdalecentralpto.org/>).

If a student needs to change their network password – because they forgot it or lost it – they should go to the HCHS Library and ask a Librarian to re-set their password.