

U Prep Family Access Module

Instructions for Students

Introduction

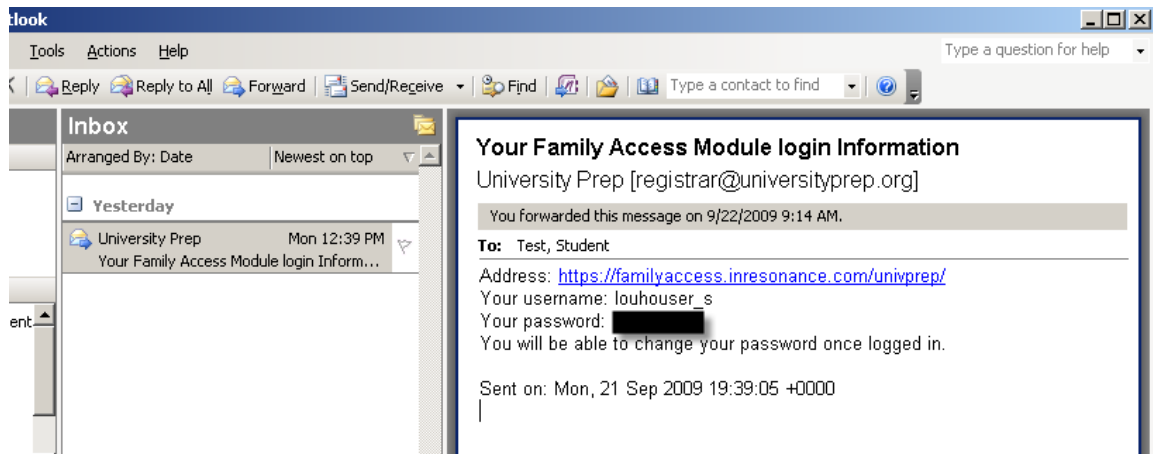
The Family Access Module (FAM) is a Web-based program that lets you view and print your grades and schedule, check your attendance, and see both the parent and student directories. This document will take you through the process of logging in, viewing and printing your information, and managing your FAM password. FAM is quite easy to use, and you probably don't even need this document. But in case you run into problems or questions, please read this first before contacting the school for help.

Requirements

- You will need to have the following:
- A computer that is connected to the Internet, with a reasonably new Web browser (Internet Explorer, Firefox, Safari, etc.).
 - A program to read PDF files (Adobe Acrobat Reader, Foxit, Preview, etc.).
 - Access to your U Prep e-mail account.

Getting Your Username, Password, and Link to FAM (for New Users)

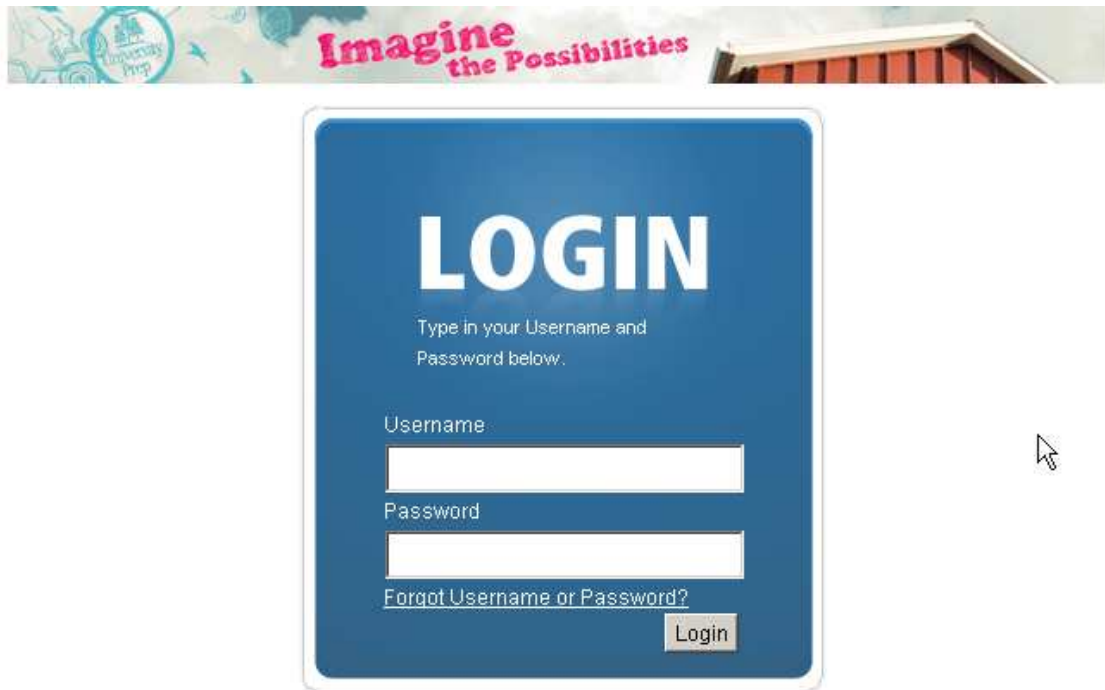
- If you have never used FAM before, you need to get your login information.
- 1) Login to your school e-mail (either at school or through Citrix).
 - 2) Look for the e-mail from University Prep (registrar@universityprep.org).



- 3) This e-mail contains your Username, initial FAM password, and a link to the FAM Web site (<https://familyaccess.inresonance.com/univprep/>). There is also a link to FAM from the school's Web site.

Logging in to FAM

- 1) Click on the link to FAM.



Copyright © 1999-2009 inRESONANCE,

- 2) Enter the username and password from the e-mail, and click on Login.

Viewing Your Grades

- 1) When you login to FAM, it starts you out on your Grades page.
- 2) Select a grading period by clicking on it.
- 3) To view the grades for that period, click on the Download PDF link, and your grades should download and open in your PDF reader program. If you don't have grades for the period, it could be that they have not been published to the Web yet (we will usually announce the date they are posted in an all-school e-mail). If it is after the publish date and they still are not there, please contact the registrar.
- 4) If you want to print your grades, use your PDF reader to print them out.

Viewing Your Schedule

- 1) Click on the Schedule tab.



- 2) You should now see your schedule for this term, as well as your locker and locker combination.

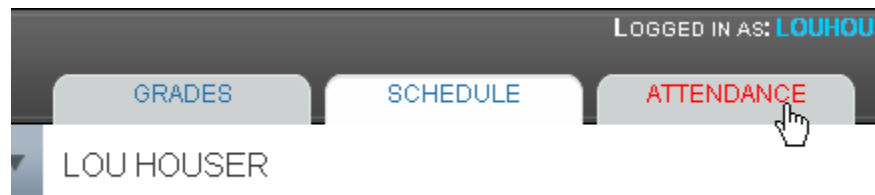
A screenshot of a user's schedule page. At the top, there are tabs for "GRADES", "SCHEDULE", and "ATTENDANCE". Below the tabs, the user's name "LOU HOUSER" is displayed, along with links for "DOWNLOAD PDF" and "PRINT SCHEDULE". The main content area shows the user's name "Lou HOUSER" and "2009-2010 - Term Q1". Below this, it lists "Advisor: Mark Cullen", "Grade: 6", "Locker: 2048", and "Combo: 01-02-04". The schedule is presented in a grid with four columns: Blue, White, Grey, and Green. Each cell in the grid contains a course name, teacher initials, course ID, and a period number.

Blue	White	Grey	Green
Integ Sci I AWobbrock SCIE101-01 A222 1	Integ Sci I AWobbrock SCIE101-01 A222 1	Geogr I & II MCullen HIST101-01 C207 2	CM I LSadler MATH101-03 C208 4
Geogr I & II MCullen HIST101-01 C207 2	Geogr I & II MCullen HIST101-01 C207 2	CM I LSadler MATH101-03 C208 4	Integ Sci I AWobbrock SCIE101-01 A222 1
Advisory MCullen ADMN103-20 C207 3	Advisory MCullen ADMN103-20 C207 3	Advisory MCullen ADMN103-20 C207 3	Advisory MCullen ADMN103-20 C207 3
CM I LSadler MATH101-03 C208 4	PE 6 KLawhead PHED101-03 Gym 5	PE 6 KLawhead PHED101-03 Gym 5	English 6 SPatella ENGL101-05 C206 6
PE 6 KLawhead PHED101-03 Gym 5	Spanish A KPananen LANG119-02 A022 8	English 6 SPatella ENGL101-05 C206 6	Spanish A KPananen LANG119-02 A022 8
English 6 SPatella ENGL101-05 C206 6	6th Gr FA DBettinger FINE101-01 FA281 7		6th Gr FA DBettinger FINE101-01 FA281 7
6th Gr FA DBettinger FINE101-01 FA281 7			
Spanish A KPananen LANG119-02 A022 8			

- 3) You can download a PDF of your schedule or print it by using the links at the top of the schedule.
- 4) The system does not let you view your schedules from other terms.

Viewing Your Attendance

- 1) Click on the Attendance tab.



- 2) You will see a matrix of your absences for the four quarters.

	Q1	Q2	Q3	Q4
▶ ABSENT	1	0	0	0
▶ CLASS LATE	2	0	0	0
▶ LEAVING EARLY	1	0	0	0
▶ EVENT DAY	1	0	0	0
▶ CLASS ABSENT	0	0	0	0

Copyright © 1998-2009 inRESONANCE, Inc. All Rights Reserved.

- 3) To view the details, first pick a quarter by clicking on it.

	Q1	Q2
▶ ABSENT	1	0
▶ CLASS LATE	2	0

- 4) Then click on the triangle to expand the entries for that category.

	Q1	Q2	Q3	Q4
▼ ABSENT	1	0	0	0
09/17/2009	home sick			
▼ CLASS LATE	2	0	0	0
09/15/2009	Geogr I & II MCullen			bathroom
09/14/2009	Integ Sci I AWobbrock			bus never came

- a. There are two major categories for attendance incidents, Day-long and Class.
 - i. Day-long absences are recorded for the whole day, independent of which classes you have that day. The three Day-long codes are Absent (you were out the whole day), Leaving Early (you had to leave early for a non-school reason), and Event Day (you were out on a school trip)
 - ii. Class absences are just for one class (not the whole day). The three Class codes are Class Absent (you were not in class), Class Late (you were late to class and got a late slip), and Class Event (you were out of class for a school event).
- b. For a Day-long absence incident, you will see the date and the reason for the absence (see the Absent incident above).
- c. For Class absences, you will see the date, the class and teacher, and the reason for the absence (see the Class Late incidents above).

School Directory

If you need to contact one of your classmates or a U Prep family, you can get their contact information through FAM. Please do not abuse your access to this information. Please do not use the directory information to harass, spam, or otherwise bother students and families. Please do not use the information for non-U Prep business purposes.

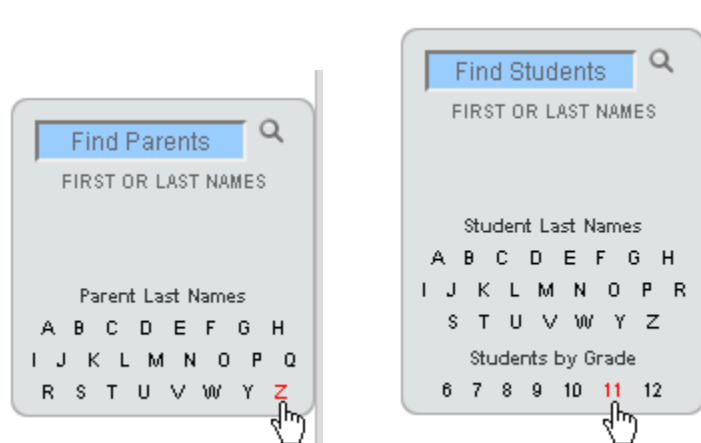
- 1) To open up the school directory, click on the link on the left side of the FAM window.



- 2) To switch between the Parent and Student directories, use the tabs at the top.



- 3) You can use the Search section to search by first or last names, or by clicking on a letter to see all the last names that start with that letter. Also, in Find Students, you can click on a number to see all the students in that grade.



- 4) The parent directory will show you the basic contact information, as well as any students in that family:

Page 1 of 1

HOUSER
Louis and Lulu

8001 25th Ave NE
Seattle, WA 98115
206.525-2714
[Lou Houser \(Grade 6\)](#), [Mary Lou Houser \(Grade 7\)](#)

Page 1 of 1

- a. The last name and the student names are all links. The student name links to the student entry.

PARENTS		STUDENTS	
LOU HOUSER			
Student Name	Lou Houser Jr.	Grade: 6	
Parent Name(s)	Louis Houser	Lulu Houser	
Email	LouHouser@universityprep.org		
Cell Phone			
Work Phone	206.523.6407	206.525.9659	
Home Phone	206.525-2714		
Address	8001 25th Ave NE Seattle, WA 98115 USA		
Sibling(s)	Mary Lou Houser	Grade: 7	

b. The last name of the parents links to the family contact information.

PARENTS		STUDENTS	
LOUIS AND LULU HOUSER			
Parent Name	Louis Houser	Lulu Houser	
Email	LouHouser@universityprep.org		
Cell Phone			
Work Phone	206.523.6407	206.525.9659	
Home Phone	206.525-2714		
Address	8001 25th Ave NE Seattle, WA 98115 USA		
Student(s)	Mary Lou Houser	Grade: 7	
	Lou Houser Jr.	Grade: 6	

5) To get back to your student information, click on the Student Information link, and then click on your name.

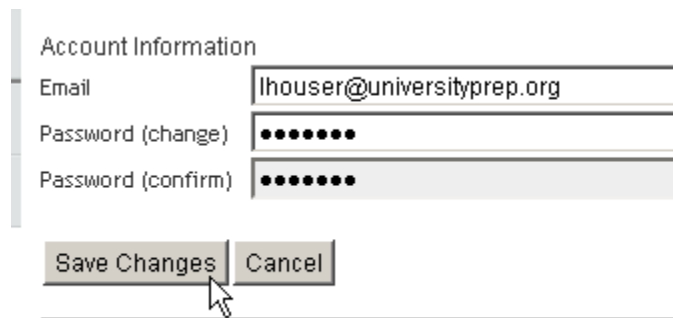


Changing Your FAM Password

- 1) Click on the My Account link at the top of the FAM page.



- 2) To change your password, type in the new one twice, and click on Save Changes. Please do not change your e-mail address.

A screenshot of the "Account Information" form. It contains three input fields: "Email" with the value "lhouser@universityprep.org", "Password (change)" with seven black dots, and "Password (confirm)" with seven black dots. Below the fields are two buttons: "Save Changes" and "Cancel". A mouse cursor is pointing at the "Save Changes" button.

Logging Out

- 1) When you are done with FAM, click on the Logout link to end your session, or close out the browser window.



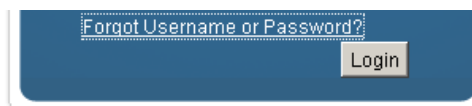
If You Forgot Your FAM Username or Password

- 1) At the login page, click on the Forgot Username or Password link.

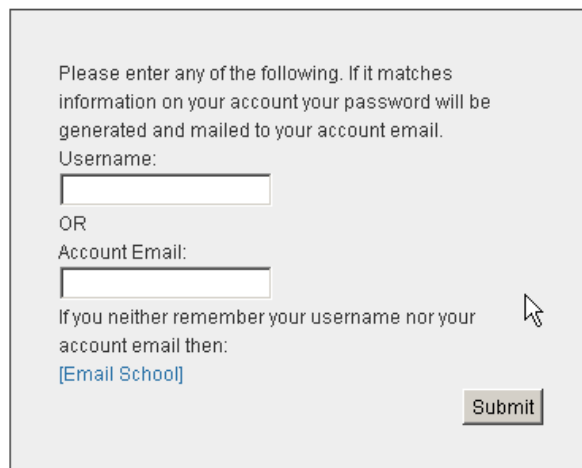


The image shows a blue login form with the word "LOGIN" in large white letters at the top. Below it, the text reads "Type in your Username and Password below." There are two white input fields: one for "Username" and one for "Password". Below the password field, the link "Forgot Username or Password?" is highlighted with a red rectangular box. To the right of this link is a "Login" button.

- 2) This will expand the window. You have three choices:
 - a. Enter in your FAM username and click on Submit, and a new password will be sent to your e-mail address.
 - b. Enter in your e-mail address and click on Submit, and a new password will be sent to your e-mail address.
 - c. Click on the Email School link, and you can send an e-mail to the U Prep registrar, and in a few days, you should get a new password sent to your e-mail account.



This is a close-up of the blue button area from the previous image. The text "Forgot Username or Password?" is highlighted with a dashed blue border. To its right is a "Login" button.



The image shows an expanded form with a light gray background. It contains the following text: "Please enter any of the following. If it matches information on your account your password will be generated and mailed to your account email." Below this are two input fields: "Username:" and "Account Email:". Between these fields is the word "OR". Below the "Account Email:" field is the text "If you neither remember your username nor your account email then:" followed by a blue link "[Email School]". At the bottom right of the form is a "Submit" button.