

# Realtime Parent Portal Help Guide- Linking Multiple Students to One Login

## 1) How to Access More Than One Student From One Parent Login:

### a. Login to your Parent Portal account.



### Welcome to Great Meadows Parent Portal

This is the entry point to our 'Realtime' Student Information System that tracks attendance, grades, and test scores for every child. All parents and Guardians of Great Meadows Regional Schools children have access to this system from home, allowing them unparalleled access to information on their child's progress. You should have received a letter from your child's school which includes the specific login information for your child. If you have not received a letter with this information, please contact the school your child attends.

A login form with two input fields: "Username" and "Password". Below the fields is a blue "Sign in" button. To the right of the button is a "Remember Me" checkbox. The entire form is enclosed in a red rounded rectangle.

[Forgot Password?](#)

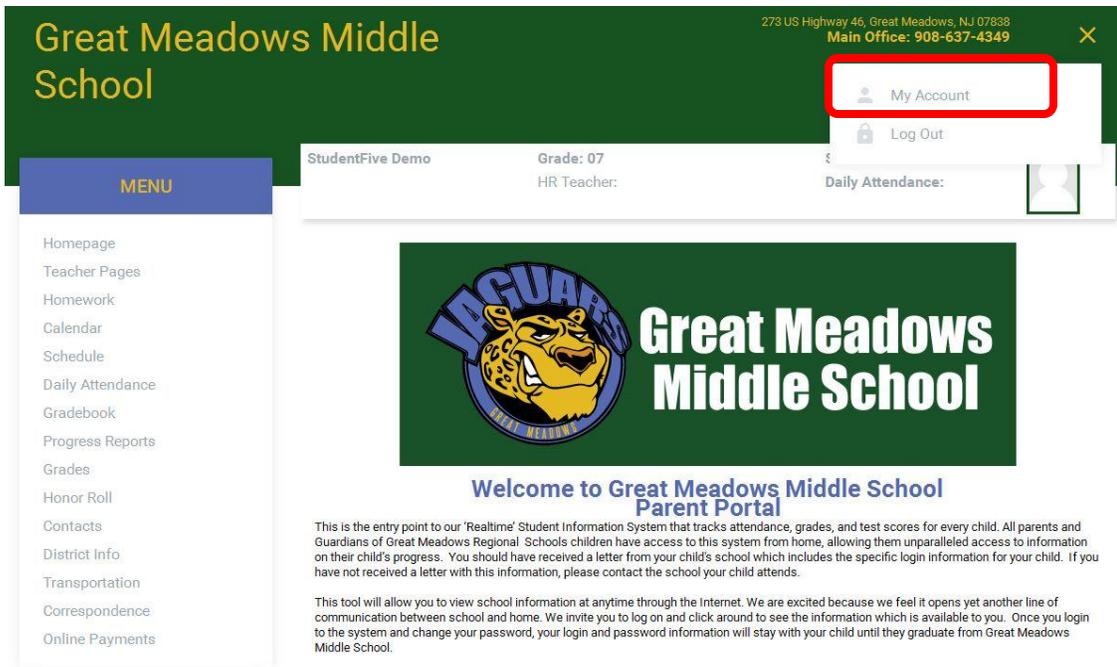
### b. Click on the three bars to the upper right of the screen.

A screenshot of the Great Meadows Middle School Parent Portal. The top header is dark green with the school name "Great Meadows Middle School" in yellow and white. On the right, it says "273 US Highway 46, Great Meadows, NJ 07838" and "Main Office: 908-637-4349". A red box highlights a hamburger menu icon (three horizontal bars) in the top right corner. Below the header is a white navigation bar with a blue "MENU" button on the left. The menu is open, showing a list of links: Homepage, Teacher Pages, Homework, Calendar, Schedule, Daily Attendance, Gradebook, Progress Reports, Grades, Honor Roll, Contacts, District Info, Transportation, Correspondence, and Online Payments. To the right of the menu, there is a student information bar with fields for "StudentFive Demo", "Grade: 07", "HR Teacher:", "Student ID: 999999993", and "Daily Attendance:". A small profile picture icon is on the right. Below the navigation bar is a large banner for "Great Meadows Middle School" with the jaguar logo. The main content area has a "Welcome to Great Meadows Middle School Parent Portal" heading and a paragraph of text explaining the system. At the bottom, there is a signature block for David C. Mango, Superintendent of Great Meadows Regional Schools, and a "View/Update Contacts" link.

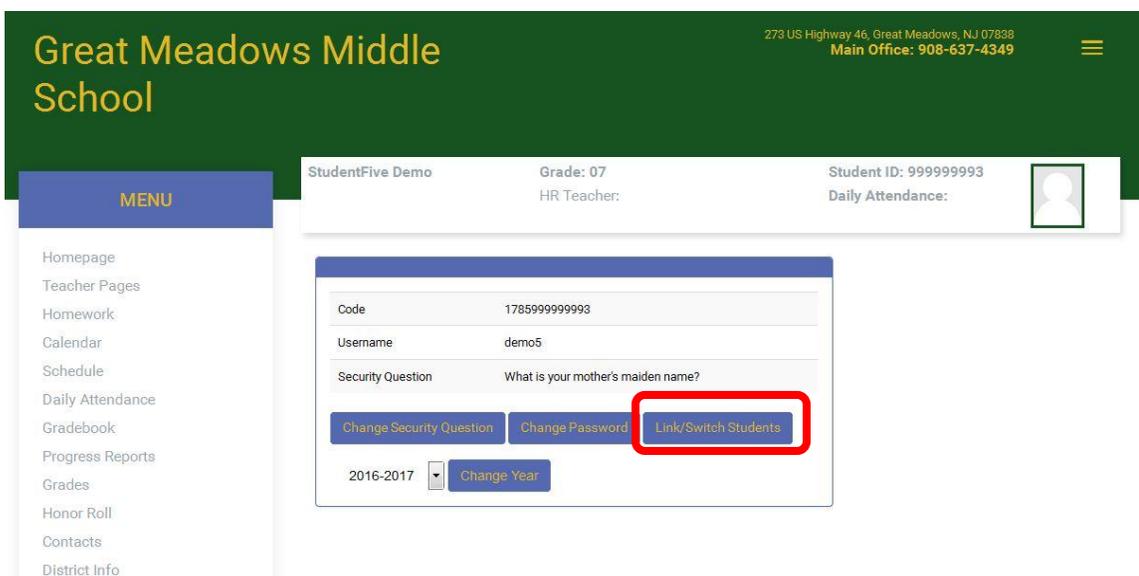
[View/Update Contacts](#)

David C. Mango, Superintendent  
Great Meadows Regional Schools

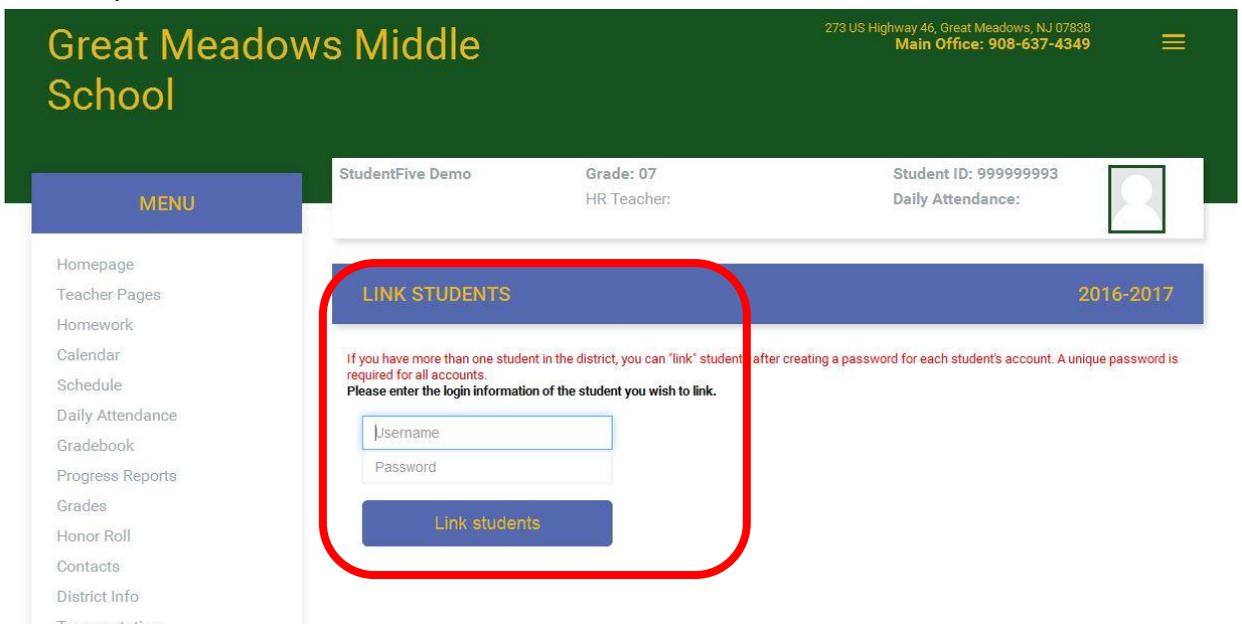
- c. Click on the link “My Account”



- d. This will take you to the screen shown below. Here you click on the button “Link/Switch Students”.



- e. Then on the next screen enter your Parent Portal Username and Password for any other student you have in our district ... then Click the “Link students” button.



- f. The screen should now look similar to the one below.
- i. From this screen you can:
1. Link additional students to one parent login
  2. Remove a linked student from your parent login
  3. Switch which student you want to view (by clicking the “Change to Student” button next to the name of the student you wish to view)

The screenshot shows the Great Meadows Middle School parent portal. At the top, the school name is displayed in a green header. Below the header, a navigation menu is visible on the left. The main content area shows the user's profile information: Student Demo, Grade: 06, HR Teacher: Kimbra Miller, Student ID: 999999, and Daily Attendance. A green bar indicates 'Account linked'. The 'LINK STUDENTS' section for the 2016-2017 school year is highlighted. It lists two linked students: 'Demo, StudentFive' and 'Demo, StudentFour'. Each student entry has a blue 'Change to Student' button and a red 'Remove Linked Student' button. Below this, a form is provided to link a new student, with fields for 'Username' and 'Password', and a 'Link students' button. Red arrows point to the 'Change to Student' and 'Remove Linked Student' buttons for the second student, and to the 'Link students' button in the form.

**PLEASE MAKE CERTAIN ALL STUDENTS HAVE UP TO DATE CONTACT INFORMATION TO PREVENT MISSED INSTANT ALERTS OR DISTRICT EMAILINGS**