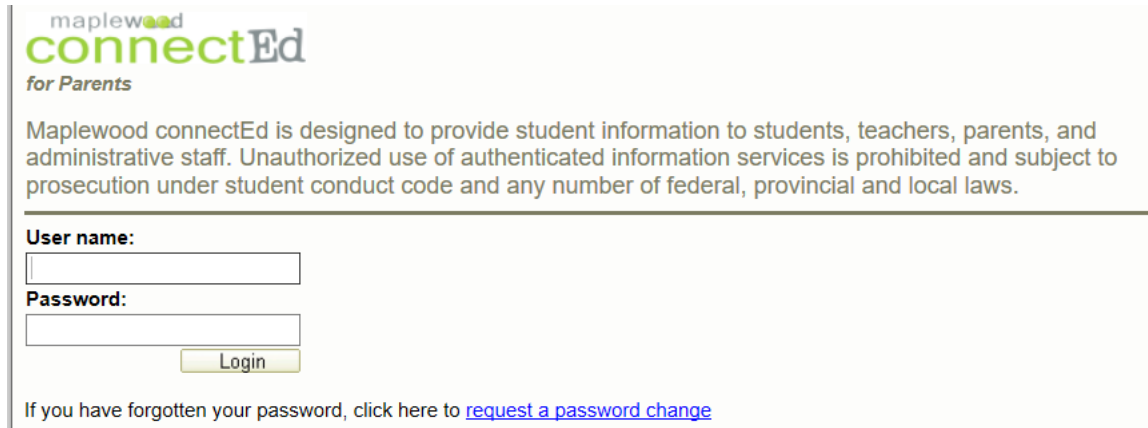


## Parent Portal Instructions

To access the Parent Portal go to <http://niagaracatholic.ca/reportcards>

Select your child's school



The screenshot shows the login page for Maplewood connectEd for Parents. At the top left is the logo "maplewood connectEd for Parents". Below the logo is a disclaimer: "Maplewood connectEd is designed to provide student information to students, teachers, parents, and administrative staff. Unauthorized use of authenticated information services is prohibited and subject to prosecution under student conduct code and any number of federal, provincial and local laws." Below the disclaimer is a horizontal line. Underneath the line are two input fields: "User name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Login" button. At the bottom of the form area, there is a link: "If you have forgotten your password, click here to [request a password change](#)".

**Your username is your email address. This must be the email address that the school has for your child's record. If it is a different email, it will not link with your child.**

If you do not remember the password, click on ***Request a Password Change***.



The screenshot shows the "Password Request Form" for Maplewood connectEd. At the top left is the logo "maplewood connectEd Password Request Form". Below the logo is the text: "Use this form to change your password. The school must have your E-mail address." Below this text is a horizontal line. Underneath the line are two input fields: "User name:" followed by a text box, and "E-Mail Address:" followed by a text box. Below the email field are two buttons: "Next" and "Cancel". At the bottom left of the form area is the logo "maplewood computing inc."

Enter your email address in **both** the username and email address field, then click ***Next*** to follow the prompts.

An email will be sent to you with a temporary password.

Login to the portal with your email address as the username and the temporary password.

Once you are logged in, you can go to ***My Profile*** and change the password for future access.