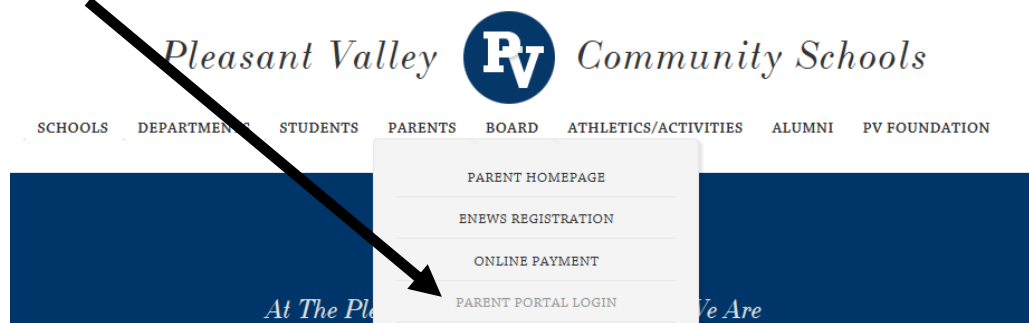


Portal Login Directions –Parent

To access the Portal, visit the Home Page of the Pleasant Valley Community School District Web Site at: www.pleasval.org
Click on the “Parents” button at the top and select “Parent Portal Login”.



Enter the **User Name** and **Password** you have been assigned. Select Sign In. After the initial log in, you will be required to change your password. Your password must contain at least 8 characters. Please choose a strong password.

Once the log-in is complete, you will see a **family home page**. Click on the triangle next to District Notices, School Notices, or Inbox to expand the section and see your messages.

Student Lunch Balances appear under the Inbox and are updated at 5pm daily.

When you have read a message and do not wish to save it, please delete it by clicking the X.

To view a specific student’s information, use the **Select A Student** button at the top of the page.

Request changes to your family demographic information by clicking on the links from the home screen or under a specific student’s name.

Click on the links under your student’s name to see information on schedules, attendance, and fees.

To see assignments and grades, click on **Schedule** and then a **course name**. (Available for students in grades 7-12.)

Be sure to click the **Sign Out** button in the upper right corner to exit when you are finished.

One feature of the Portal is the ability for teachers to send messages to parents that will appear in the Portal Inbox. A copy of these messages is also sent via email. To ensure the email messages are delivered, please add the domain name @pleasval.k12.ia.us to your safe senders list.

**Pleasant Valley Community School District
Parent/Student Portal Acceptable Use Policy**

Both the Pleasant Valley Community School District and you have a role in protecting the confidentiality of information pertaining to your child/children. The Pleasant Valley Community School District will continue to enforce strict standards to protect the privacy of student information. In cases of abuse, the Pleasant Valley Community School District will terminate access privileges and prosecute to the fullest extent of the law.

Please read the Acceptable Use Policy below. If you have any questions, please contact Ladonna Czachowski, Brian Strusz or Jim Spelhaug at 563-332-5550.

- Parents will not share their password with anyone, including their children.
- Parents will not access data or any account owned by another parent.
- Parents will not attempt to harm or destroy data of another user, school or district network, or the Internet.
- Parents will not use the Portal for any illegal activity including violation of Data Privacy laws. Anyone found to be violating the laws would be subject to civil and/or criminal prosecution.
- Parents who are identified as a security risk to the Parent/Student Portal will be denied access to the Portal.
- Parents who identify a security problem with the Parent/Student Portal must notify Ladonna Czachowski (563-332-5550) immediately without demonstrating the problem to anyone else.
- All data that is accessible on the Parent Portal is unofficial.
- As a life situation changes (marriage, divorce, etc.) it is the parent's responsibility to update access rights to your child/children's information.