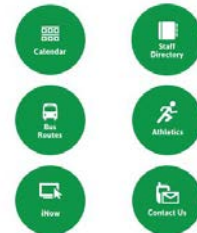


iNOW Home User Guide for Pelham Park Middle School & Pelham High School

To access the iNow Home Portal, visit <https://inowhome.pelhamcityschools.org>

You can also access iNow from QuickLinks on the home page of the websites for Pelham Park Middle School and Pelham High School.



Login Screen

A screenshot of a web browser window showing the login page for Pelham City Schools. The page has a blue header with the text 'PELHAM CITY SCHOOLS'. Below the header, there are two input fields: 'Username' and 'Password'. To the left of the 'Password' field is a link that says 'Forgot Password?'. To the right of the 'Password' field is a blue button with the text 'Login'.

- Open a Web browser window.
- Enter the *User Name* and *Password*. Click **Login**.
- The first time you log in, you will be prompted to reset your password for security purposes. You will enter the old password (the one above), then enter your chosen new password and retype it in the space provided. Click **OK** to save the changes.

PLEASE NOTE:

- The “forgot password” option IS NOT functional.
- If you have not used the iNow Home Portal before or if you cannot remember your username and/or password, please contact the school via email to request a reset.
 - For Pelham High School, email Mrs. Zaa at wzaa-gonzalez@pelhamcityschools.org.
 - For Pelham Park Middle School, email Ms. Haessly at khaessly@pelhamcityschools.org.

Student Information

Student Information
Attendance
Grades
Schedule

Attendance

- Displays the Student's attendance records for the year including the date, term, periods of the day that were missed, the level (all, half), reason, category (excused, unexcused) and any notes that were entered by your child's school
- Click the Date of the absence to view more details.
- View Period Absences: Click to view a list of all periods missed.
- View Check In/Check Out: Click to view a list of the dates/times that your child checked in or out from school.
- Term: All terms will display by default. Click the drop arrow and select to view the absences by term.

Grades

- Displays all of the current running averages (grades) for your child's classes.
- Grading Period: The current grading period will display by default. Click the drop-list to select a different grading period.
- A: Click to view the individual grades for the child's activities such as homework, quizzes and tests. Click the + button to view more details about the activity. Click the Progress Report button to view/print a report for your child's activities for this class. Note: Teachers designate which classroom activities are to be visible in the home portal.
- D: Click to view more details about your child's grade for this class.

Schedule

- Displays the schedule that your child has for the selected year (academic session). All terms will display by default but you may click the Term drop-list and select to view just one term of your child's schedule.

Reports

Reports

Comprehensive Progress

Report Card

InformationNOW uses Adobe Acrobat Reader to display reports. To view or print these reports, you may need to install the free version of Adobe Acrobat Reader, available at www.adobe.com.

- **Comprehensive Progress:** A list of activity grades such as homework, quizzes, or tests for all classes.
- **Report Card:** A report of the student's report card grades, such as quarter and semester grades and comments

System Preferences

System Preferences

Settings

Settings

- **Email:** *Enter the primary e-mail address for communications with the school.*
- **Change Password:** To change your password, enter the new password and then retype the password in the field provided. Passwords must meet the following criteria:
 - Must be a minimum of eight alpha-numeric characters in length.
 - Must contain at least one number and one letter.
 - Cannot be *password*, *pass*, *administrator* or *admin*. Cannot be same as username.