

Directions to log into Chalkable/InformationNow Parent Portal

1. Open the Internet – you can use the browser of your choice, just be sure they are up to date.
2. Go to your child's school website or the District website (www.scottsboroschools.net)
3. Look for the Chalkable/Information**NOW** Link under the "For Parents" tab or scroll down to "Quick Links" at the bottom of the site and click on "Parent Portal". (A copy of these instructions can also be found under "Quick Links" and clicking on "Parent Portal Help".)



(<http://scsinfnw.scottsboroschools.net/InformationNOW/Login.aspx?ReturnUrl=%2fInformationNOW%2fDefault.aspx>)

4. Turn pop-up blockers off in your browser settings.
5. Enter your UserName and Password exactly as it is on the information sheet given to you.
6. The site will tell you that your password has expired and you must enter a new one. This allows you to create your own individualized password. You will need to enter the temporary password that you are given as the old password. Next, you will enter the new individualized password two times. The new password must contain 8 characters, including at least one number and one letter. **If the site goes back to the login screen, close the Internet, reopen the Internet and go back to the Chalkable/INow site and log in with your new password. Make sure to double check your pop-up blocker, clear the web history, and you may want to run your virus scan program to check for viruses.
7. Once in the **Chalkable/INOW** site, go to settings and enter your email address. This will allow the system to send you an email with instructions on how to reset the password. You will also be able to request attendance or grade alerts to be sent to your email from settings.
8. You will need Adobe Reader or some other program that will read a .pdf file.

IMPORTANT REMINDERS:

- If you have the right username but the wrong password, you can try five times. After 5 times the program will lock you out. You can call the technology department and we can unlock this for you. (256-218-2100) HOWEVER, if you are requesting your username, you will be required to come in to the office and show your picture ID.
- If you try to log in and get an error message that says: "Invalid username and password combination. Please try again," you are using the wrong username or password.
- If you try to log in and the screen blinks or stays on the login screen, but deletes the password, it is a browser issue. Clear the cache and cookies or close that browser and try another one.
- REMEMBER: You only have 5 times to attempt to access this program before being locked out. If you cannot get into the site, clear the cache and cookies for the browser you are currently in or try a different browser.