



## PARENT PORTAL LOGIN INSTRUCTIONS

1. <https://thelamplighterschool.myschoolapp.com>
2. Click on first time logging in? in the bottom right corner
3. Enter your email address and check both boxes
4. You will receive 2 emails. One for username and one for link to make password.
5. Your username is: firstnamelastname
6. Click on link in password email
7. Make your password
8. Look for your name in the top right corner and click on the down arrow
9. Go to settings
10. Then click on notifications on the left side of the screen
11. If you want notification to your cell phone in the form of a text, click on the pencil and fill in the information and save.
12. Next to News Posted is an Edit Options link. Click on that.
13. Under My Child's Groups, check the boxes Academic and Activity
14. Check all the boxes you can down the columns of email and text.
15. Go back to the dropdown by your name. Click on Getting Started and there is a tutorial if you need it.
16. In the yellow box, you will see 1 Form to review. This is the Grandparent form. Please fill this out.
17. Look to the left corner and you will see your children. Click on that.
18. Under courses you will see the Advisory or Homeroom. Click on the blue letters.
19. This is where the classroom newsletter can be seen. When a newsletter is posted, you will see it under Bulletin Board. Other classroom news can be seen under Topics. If there is nothing posted, you will not see these tabs.
20. You will be notified via e-News when a class newsletter has been posted.
21. Go back to your child's name in the top left corner.
22. On the Progress tab, you will see Attendance Summary and all your child's teachers.
23. Go to the Schedule tab. Click on View Full Schedule. There is where you will see your child's schedule for each day.
24. Go back to your child's name.

25. Click on Contact Card
26. Upload a picture of your child by clicking on the Edit button. Any place you see a pencil, you can edit. So, if you have a change of address or phone number or email, change it here. These changes go to the Database Manager and then into the database. No need to fill out any other forms.
27. Fill in the information for emergency contacts.
28. Scroll down and click on your own name.
29. Click on all the pencils and edit any of your contact information.
30. Now click on the Resources tab at the top of the page.
31. This is your one stop shop for everything that you need as it relates to Lamplighter.
32. Click on Calendar
33. Here is the school calendar, your child's schedule, and the grade level calendar.
34. Uncheck any boxes of calendars that you do not want.
35. In the top right corner, the 3<sup>rd</sup> button over, next to the printer icon is an RSS feed.
36. Click on this. Right click on the feed and copy link address.
37. Go to your Google calendar and under Other calendar, click the down arrow and click on Add by URL.
38. Next click on Directories – Students. This is where every student will be listed with their parents.
39. If you want to look for the children in your child's Advisory – click on the dropdown arrow next to Options and click on add to Contacts.
40. Click on map. Find your zip code and check the box next to it. There is everyone in your zip code. Hover over the red pin and it will tell you who that is.
41. You can add this to your phone:
42. Add the following to the address bar of your web browser.

<https://thelamplighterschool.myschoolapp.com>

click on the box with an up arrow through it at the bottom of the screen. Then click Add to Home screen.