

Harmony's New Family Access

Our new updated Harmony parent access now allows you to set up one account and view the data for ALL of your student's from that one account! If you have multiple students, you will be receiving a registration code for each student. Please look for an e-mail from Nancy Cannon in our IT department. You will need to follow the steps below to access your child's records including progress reports and grades.

The registration code will be in the e-mail.

To set up your account:

- Using a web browser go to <https://sis.union.k12.in.us/familyaccess.nsf/hello.xsp>
- You will see a sign in screen. Since you do not have an account, touch create an account here. Once you have set up an account you will simply enter your user-name and password and touch sign in.
- On the Create my account screen, enter your first name, last name, and email address.
- Enter a username (this can be, but does not have to be, an email address)
- Enter a password
- Type the same password again to confirm you have entered it correctly
- Touch register

Harmony will confirm the data is properly entered and the user name is available to be used. If you need to complete any data or choose a different user name, you will be prompted to do so.

After setting up your account, you will be prompted to enter the registration code for the student and his/her date of birth(MM/DD/YYYY). This will then link the child to your account.

Once you enter your student's registration code, you may be prompted to choose which Push Notification Profile belongs to you. If you have set up a Push Notification Profile for this student in the past, you will have this opportunity to link that profile to your new account. If none of the available profiles found for children are yours, select none of these and touch Ok. If you have another student, you can enter his/her code at this time or you can use the Manage Account link to add other students at a later time. You do not need to create separate accounts for each student! Simple enter the registration code for each student to link all your students to your account.

You only need to create your account one time. Next time you want to review your student's information, enter your username and password on the sign in screen and touch sign in. After adding the students, touch any of the student's names to see his/her account. To switch between accounts, touch on the name of any student to see their information.

Progress Reports- shows all the classes the student is currently enrolled in and their letter grade and percent for that class.

- If you would like to email the teacher you can touch the teacher's name or email icon to generate an email to the teacher.
- Touch on the graph icon to see a list of all assignments for that class this grading period.
- A breakdown of the student's percent by each category is listed.
- This will also show you a graphical distribution of the student's grades. The green line shows the student's overall percentage, while the blue line shows their percentage for that particular assignment. This is a great way to see the impact of a single assignment on the overall grade.

Attendance- shows each absence, tardy or left early for the student. You will be able to see if the entry was excused/unexcused and the reason entered for the entry. You can also see how the entry counts towards the total days missed for the student.

Discipline- shows all discipline entries (both classroom and office) for the student. You can see the infraction, action taken, as well as who reported the discipline incident and who handled the incident. Depending on your school's settings, you can may be able to see comments entered regarding the incident.

Homework Agenda- shows you all lessons entered for the current week. The homework agenda shows you by day, the lessons entered for each class your student is enrolled in. You can use the previous and next links to see prior or upcoming data a week at a time.

Schedule- shows you all classes your student is currently enrolled in. You can also see their locker number and combination in this area. This may not be available for your elementary students.

Cafe- shows you the student's current cafe balance as well as their activity (meals and payments) for the current month. You can use the previous and next links to review activity a month at a time.

Push Notification- allows you to edit existing profiles or create a new profile for the student. You can choose when you want to be notified about the student's performance. You can then choose if you want to be notified by email and/or text. The notifications are sent at 5pm each weekday.

When you are finished reviewing the information for your student(s) touch log-out. We hope you enjoy our new updated Harmony Program!