

Create a Parent Account in SIS2000+ (Summit Academy Gradebook)

<https://summit.usoe-dcs.org>

1. From the SIS Gradebook Login Page
2. Click "request a username"

This is a secure system. Please login to continue:

Username:

Password:

[Login>>]

Contacts with web access may [request a username.](#)

3. Enter both the Student ID and Birth date of one of your students
4. Click "Lookup Student"

-----Select a Student -----

Please enter your student's information.

Student ID:

Date of Birth:

[Lookup Student>>]

5. Check box to certify your authorization
6. Select the Contact for which you are creating the account
7. Choose a username
Username must be unique
8. Choose a Password, Type it again to confirm it.
Password must be at least 8 characters long, and contain at least 1 letter, and at least 1 number.
9. Click "Create Account"
10. Confirm you have selected the correct student

-----Choose Contact -----

Please select yourself from the list below. If you are not listed, please contact your student's school for further assistance.

Fred Flintstone
 Wilma Flintstone

-----Choose Contact -----

Your password protects your account. Please take steps to keep it safe and try not to select

Username:

Password:

Confirm Password:

[Create Account>>]

-----Confirm Student -----

You have selected: Pebbles Flintstone (02 Feb 1963)

I certify that I have authorization to access this student's school records.

11. Now log in using the Username And Password you just created.

This is a secure system. Please login to continue:

Username:

Password:

[Login>>]

Contacts with web access may request a username.

12. Select Student

Receive Weekly or Daily Updates on your Students Grades, Lunch Balance, Attendance

Subscribe

Select your student you wish to have weekly / Daily E-mails.

-----Subscribe to Student Summary -----

If you wish to receive this student's summary please check the box below.
To stop receiving the E-mail please uncheck the box below.

Receive this student's summary via E-mail

Email will be sent to your E-mail will be listed

<<Cancel

- **Student Summary E-mail includes:**
 1. Lunch Balance
 2. Academic Grade
 3. Assignments for each class : Missed / Upcoming
 4. Attendance: Tardy / Absent

Update Student / Parent Contact Information –

1. Click on your name (top right corner)
2. Select Profile
3. Select Verify, then Edit any that need to be updated

Logging Out of SIS2000+ (Summit Academy Gradebook)

1. Select "Logout" (top right corner)