

## Parent Participation Online System Help

### Parent Participation Program Registration

All families are added automatically by the online system and a temporary password is sent to their email address. If you have not received an automated email with your temporary password, please send an email to [ParentParticipation@fatimaschool.ca](mailto:ParentParticipation@fatimaschool.ca) with your email address, family name and eldest child's name and grade. The parent participation co-ordinator from the Parish Education Committee will create your user profile.

### Logging In

In order to log in to the Parent Participation portion of the Our Lady of Fatima website, click on the **Login** link in the top right-hand of the browser window. The Login page shown below will be displayed. You can also access a login prompt by clicking the PPH Program item under the Menu on the left hand side of the browser.

To log in, enter your e-mail address and your password in the appropriate fields and click the Login button. Please note that the password is case-sensitive so upper and lower case letters must be entered in exactly as set up in your profile. If you've forgotten your password, click on the button that is labeled "**Yes, e-mail me my password**" and the system will send your password to your registered email address.

The screenshot shows the login interface for the Our Lady of Fatima School website. At the top, there is a dark blue header with the school's logo and name: "ÉCOLE NOTRE DAME DE FATIMA OUR LADY OF FATIMA SCHOOL". To the right of the header are navigation links: "Home", "Login", and "Contact Us". The "Login" link is circled in red. Below the header is a red navigation bar with contact information: "315 Walker Street Coquitlam, BC V3K 4C7 Canada Tel: 604-936-4228 Fax: 604-936-4403 Email: info@fatimaschool.ca". On the left side, there is a "Menu" sidebar with a list of links: Admissions, Programs, Sports, Calendar, Communiqué, PEC, Principal's Message, About Us, and PPH Program. The main content area is titled "Login" and contains a form with two input fields: "e-mail Address:" and "Password:". Below the "Password:" field is a "Login" button. Underneath the form is a "Forgot your password?" section with a button labeled "Yes, e-mail me my password". At the bottom of the form area, there is a note: "You browser must accept Cookie more information...".

Once you've successfully logged in you'll receive a message similar to the one below:

## Login Results

**Welcome, Test family. You have successfully logged in.**

After successfully logging in, there will be 2 new menu options displayed under PPH Program in the Menu. The screenshot below illustrates what the menu should look like.



### My PPH Report

When hours are entered into the system by the parent participation coordinator, they automatically show up in "My PPH Report". Also when the hours are entered into the online system an email is sent to your registered email address. The screen shot below shows a sample report.

#### Year-To-Date Parent Participation Hours Logged

- Hours must be completed and recorded by May of the school year
- By the end of February of the school year, you must accumulate at least 15 hours
- All hours must be for school related function
- Date of service, hours worked, category and description must be recorded and approved by the respective Co-coordinator of the function
- Unapproved hours will not be counted towards the Parent Participation
- Please refer to the school handbook for more information

Family Test – 14-Sep-2009			
Date	Activity	Description	Hours
29-Aug-2009	Work Bee	Summer work bee.	3 hrs 30 mins
10-Sep-2009	Playground Supervision	Lunch Hour playground supervision	1 hr 0 mins
11-Sep-2009	Reading Parent	Reading with grade 1E class	1 hr 0 mins
<b>Total:</b>			<b>5 hrs 30 mins</b>

The date that the report is viewed or printed on is shown beside the family name. Below that, each activity performed is listed with the date, a description and the number of hours worked. At the bottom, the total hours accumulated to date are shown.

### Edit My Profile

The screen shot below shows the Edit Profile page. Any of the information below may be modified. It is recommended that you change our password after you've received your temporary one. In order for any of the changes to take effect, you must click on the **Update Profile** button.

**Edit Profile**

Family Name:

First Name:

Home Phone Number:

e-mail Address:

Password:

Confirm Password:

Child Name:	Grade:	Language:	Action:
<input type="text" value="Samantha"/>	<input type="text" value="1"/>	<input type="text" value="English"/>	<input type="button" value="Add Child"/>

Child Added:

To add your children to your profile, enter each child's name, grade, whether they are in English or French, then click the Add Child button. The child will be added under the "Child Added" list. If you've added a child twice or if you've made a mistake, you can select the child in the "Child Added" list and click the "Remove Child" button.

After you are satisfied that the information in your profile is correct, click the **Update Profile** button. Please note that your changes will not take effect until you click the Update Profile button.

### Problems with the PPH Online System?

If you are experiencing issues or receiving errors when trying to log in, view reports, or edit your profile, please contact the [Web Administrator](#).

### Additional Questions?

Should you have additional questions, send an email to [ParentParticipation@fatimaschool.ca](mailto:ParentParticipation@fatimaschool.ca).