



## Accessing Home Base: Parents



# CCS Parent Portal

cumberland.powerschool.com/public

The screenshot shows the PowerSchool login interface. At the top, the 'PowerSchool' logo is displayed in a dark blue font. Below the logo, there are two main sections: 'Parent Sign In' and 'Create an Account'. The 'Parent Sign In' section contains a 'Username' field with a yellow border, a 'Password' field with a white border, and a 'Sign In' button. A link for 'Having trouble signing in?' is located below the password field. The 'Create an Account' section contains a paragraph of text explaining the benefits of a parent account and a 'Create Account' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.' and a small Facebook icon.

- **The Home Base URL is specific to your district.**
- **A Home Base Parent Portal Account allows you access to view the information for one or more students with a single sign on.**
- **You can also manage your personal account preferences.**



# CCS Parent Portal

cumberland.powerschool.com/public

A screenshot of the CCS Parent Portal website. At the top center is the "HOME BASE" logo. Below it is a "Sign In" section with a "Select Language" dropdown menu set to "English", followed by input fields for "Username" and "Password". A "Sign In" button is located to the right of the password field. Below the sign-in section is a "Create an Account" section, which is circled in red. This section contains the text: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences." followed by a "Learn more" link and a "Create Account" button. At the bottom of the page, there is a copyright notice: "Copyright 2005 - 2013 Pearson Education, Inc. or its affiliate(s). All rights reserved." and a small icon.

- It is necessary to create an account.



# Creating a Parent Account

**First Name-** Enter your first name

**Last Name-** Enter your last name

**Email-** Enter your email address

**Desired Username-** Enter the username that you would like to use

**Password-** Set your own password (must be 8 characters)

**Re-enter Password**

Link Students (Access Id and Password from the letter you received from your child's school)

**Student Name-** Enter your child's first and last name

**Access ID-** Enter Access ID found in the letter

**Access Password-** Enter Access Password found in the letter

**Relationship-** Select your "relationship" to your child

## PowerSchool

### Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:  
•Be at least 8 characters long

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose <input type="button" value="v"/>

Click ENTER when completed 

Congratulations! You have successfully setup your account. You can now login and begin using the Parent Portal.

## CCS Parent Portal

cumberland.powerschool.com/public



### Parent Sign In

Username

Password

[Having trouble signing in?](#)

Sign In

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- The Home Base URL is specific to your district.
- Once you log in, you are in Home Base and have access to the entire suite of tools available to you.

# Student Information System Landing Page

## Main Menu










The main menu consists of several icons within the navigation bar and includes links to the following features:

FIELD	DESCRIPTION
 Grades and Attendance	Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a> .
 Grades History	Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a> .
 Attendance History	Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a> .
 Email Notification	Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a> .
 Teacher Comments	Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a> .
 School Bulletin	Click to view school announcements. Each school may use this feature differently.
 Class Registration	Click to view class registration information. This feature will not be available in 2013-14.
 My Calendars	Click to subscribe to class calendars or school calendars. Each school may use this feature differently.
 Account Preferences	Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a> .
	Additional options may be added as needed.

Welcome, [Name] | [Help](#) | [Sign Out](#)

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**Navigation**

-  Grades and Attendance
-  Test Results
-  Grade History
-  Attendance History
-  School Bulletin
-  Class Registration
-  Balance
-  My Calendars
-  School Information

Grades and Attendance: **Alvarez, Jose**

Attendance By Class														
Exp	Last Week				This Week				Course	Q1	Q2	S1	Absences	Tardies
	M	T	W	F	M	T	W	F						
1(A-B)									Geometry * Felder, Joyce	B-	B	B-	0	0
1(A)									English Language Arts * Cai, Gerald F	B+	A-	A-	0	0
1(B)									Mathematics * McClain, Lindsey	A	B	B	0	0
2(A)									Creative Writing * Hafenstein, Brian P	B	A-	B+	0	0
2(A)									Science * Daibert, Steven L	A-	A	A	0	0
2(B)									Painting * Terry, Greg C	C	B+	B	2	0
2(B)									Biology * Higgins, Chris T	D	C	C-	0	0
2(A)									Sociology * Raymond, Jay Q	D	D	D	0	0
3(A)									American History * Houx, Mark V	B	C-	C+	0	0
3(B)									Spanish 1 * Buccino, Joe M	B	C-	C	0	0
2(B)									Humanities * Hill, Gud H	C	B	C	0	0
4(A)									Swimming * Moore, Tim T	B-	C	C+	0	0
4(A)									Integrated Math 1 * Samuels, Jeffrey	A-	B-	B+	0	0
4(B)									Basic Art * Siegel, Tom	A	C+	B+	0	0
4(B)									Algebra 1 * Orsted, Brian	B-	A-	B	0	0
<b>Attendance Totals</b>												<b>2</b>	<b>0</b>	

Current Simple GPA (S1): 2.76  
[Show dropped classes also](#)

Attendance By Day															
Last Week				This Week				Absences		Tardies					
M	T	W	F	M	T	W	F	S1	YTD	S1	YTD				
								0	0	0	1				
<b>Attendance Totals</b>												<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Legend**

Attendance Codes: Blank=Present | T=Tardy | L=Late | T10=Tardy > 10 Min | S=S Present | UT=Unexcused Tardy | TE=Excused Tardy | IS=In School Suspension | F=Field Trip | A=Absent | UA=Unexcused Absence | L=Illness | P=Parent Excused | S=School Excused | O=Out of School Suspension | H=Homebound/Hospitalized | R=Religious Holiday | V=Vacation | X=Shipping | XCUR=Extra-Curricular Event | Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory

# Overview of Home Base Parent Portal Functionality

The logo for Home Base, featuring the words "HOME BASE" in white capital letters on a blue background with a mouse cursor arrow pointing to the letter "E".

## ATTENDANCE AND GRADES

- The first thing you will see upon logging-in to our system is the “Attendance and Grades” at-a-glance page. This provides easy access to recent grades, and classroom attendance. The “current” grade, or standing in the class, are listed under the appropriate semester (S1=semester 1), and clicking on this link will bring up a detail page for grades in that class. Clicking on the teacher name will activate a link so you can easily e-mail the teacher.
- Along the side of the page are icons to lead you to different areas of the Parent Access.

## ATTENDANCE DETAIL

- The detail for attendance will show a reasonable span of time around the current date. You will be able to see absences, tardies and other codes. A clear space indicates the student was present.
- A legend for this screen is available at the bottom of the page.

# Overview of Home Base Parent Portal Functionality



## CLASS SCORE DETAIL

- If you click on the score for a class, you will then see the *Class Score Detail* screen, outlining assignments. Different teachers will provide different levels of detail for each assignment and category.

## TEACHER COMMENTS

- The *Teacher Comments* screen provides information via each teacher and course. Teachers have the optional ability to provide a comment, but comments will most likely be added at interim and at the end of marking periods. If a teacher does have a comment for your child, it can be accessed by clicking the “Teacher Comments” icon on the toolbar within the Parent Access.

## E-MAIL NOTIFICATION

- You can ask PowerSchool to send you periodic e-mail detailing information about your child’s progress in school.
- This screen requests what you want to know in each e-mail, and how frequently you wish to receive the e-mails. The frequency of when you receive e-mails is up to you. If you ever need to change the address where e-mails are sent, you can change it from this screen at a future date.





For more information about the Home Base Parent Portal,  
please visit

[www.homebaseportal.ccs.k12.nc.us](http://www.homebaseportal.ccs.k12.nc.us)