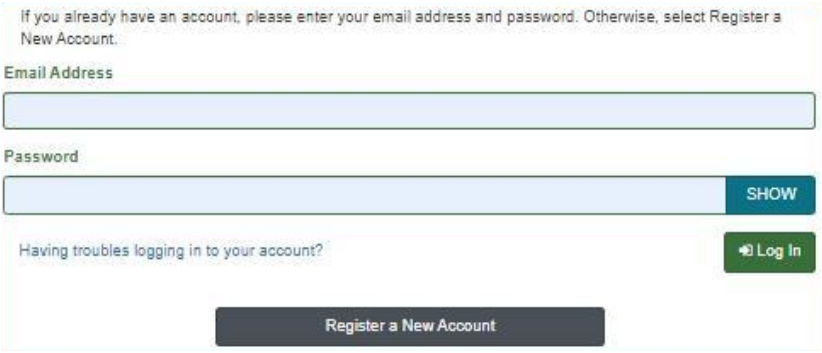
Burlington Kids Parent Portal Guide

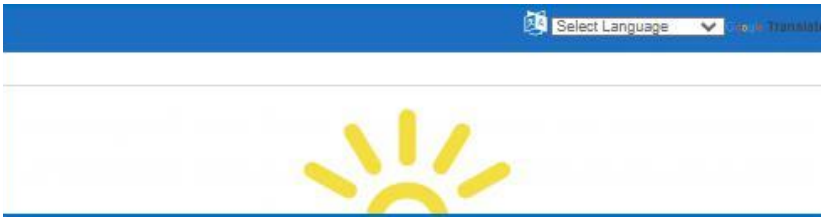
Please go to our Parent Portal:

https://bsdvtorgparentportal.cayen-server.net/

If you have an account, log in.

If you do not have an account, click 'Register a New Account'. ***Please only make one account per family!*** All correspondence about applications and billing will go through this account. ***Making two accounts will also lead to errors if multiple applications are submitted.***





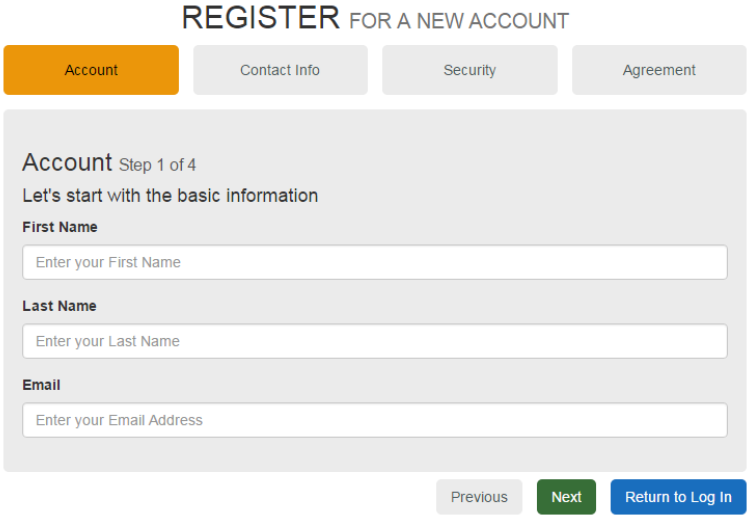
****TIPS****

- Select a Language at the top right of the screen to translate the page.
- If you are unable to log in, click 'Having troubles logging in to your account?' to reset your password.
- **If you have any issues, please try a different internet browser.**

Register For a New Account

Four steps will need to be completed to register for an account. For each step, enter in the required information and click 'Next' to continue.

Steps 1 and 2 are for general account and contact information.



Step 3 is where you will set up your password and security questions.

Enter your password, and once it meets the requirements, you will see the green thumbs up.

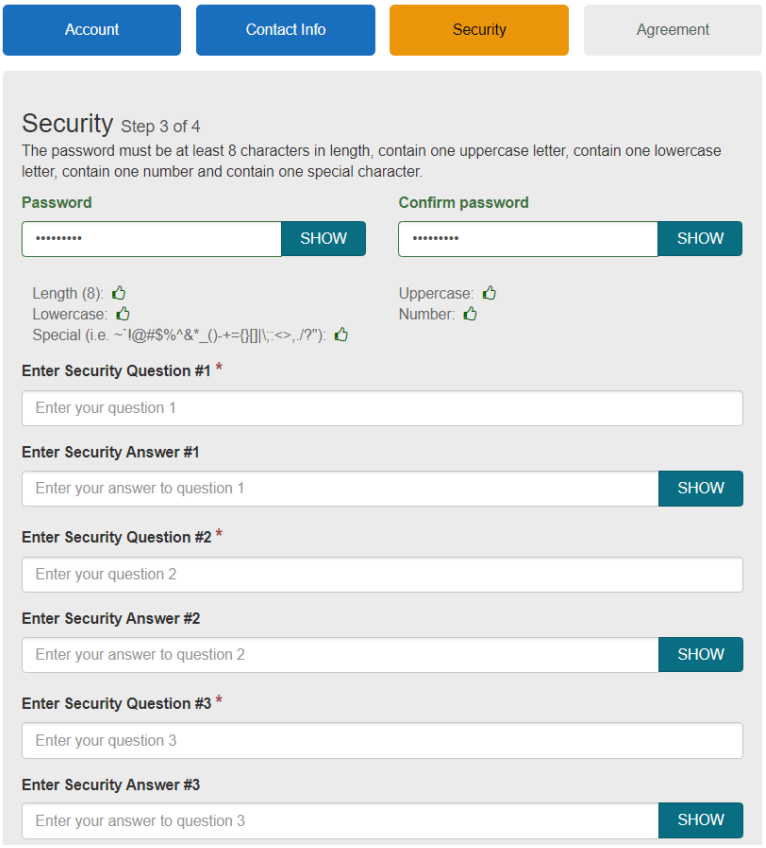
Enter your security questions and answers.

We suggest making your questions specific to you - things you will remember easily.

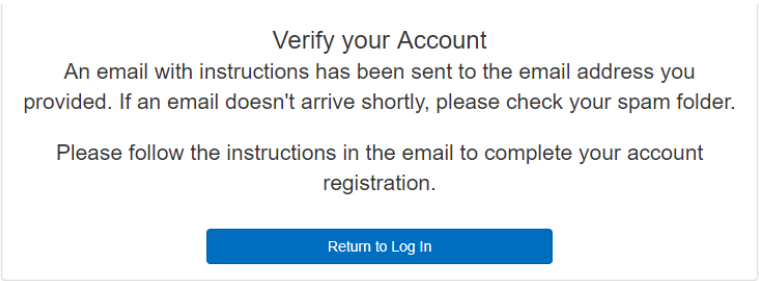
Click ‘Show’ next to a security question answer to confirm that it is entered correctly.

BKids does not require any specific agreements for new Parent Portal accounts in **Step 4**.

Click ‘Finish’.



You will see an on-screen notification stating that you need to verify your account. A verification email was sent to you. **If you do not receive this email shortly, please check your spam/ promotions folder. Adding the afterschool@ bsdvt.org email to your address book may also be helpful for all future afterschool communications.**



The email includes a link (which expires in 24 hours). It also includes links to our billing policy and Family Handbook, **which you will need to review before submitting an afterschool application**.

Once you click the link, you will be redirected to the ‘Confirmation Success’ screen. You will then be redirected to the login screen.

Enter your login and password and click ‘Log In’.

Forgot Password?

If you have forgotten your password, click 'Having troubles logging in to your account?'.

Enter in your email address. You will receive an email to reset the password.



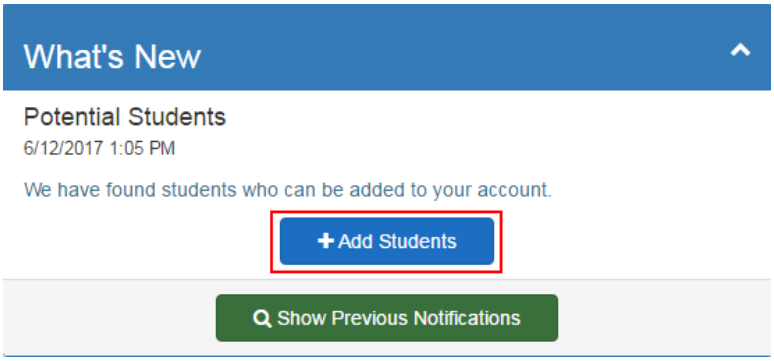
To reset the password, you are required to answer your security questions correctly. If you fail to answer the security question three times, the account will lock, and you will need to contact afterschool@bsdvt.org to reset the password. Once the password has been set, you will then be prompted to review and select your security questions.

Managing Your Student(s)

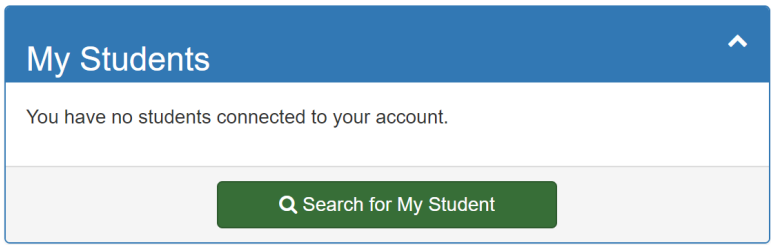
What's New

Potential students may be listed in the 'What's New' section based on matching data collected from PowerSchool. If no students are listed, see the next section for instructions on how to search for them.

Click 'Add Students' to view potential students.



Any potential student(s) will show (likely there won't be any). Click 'Add My Student' to add the student.

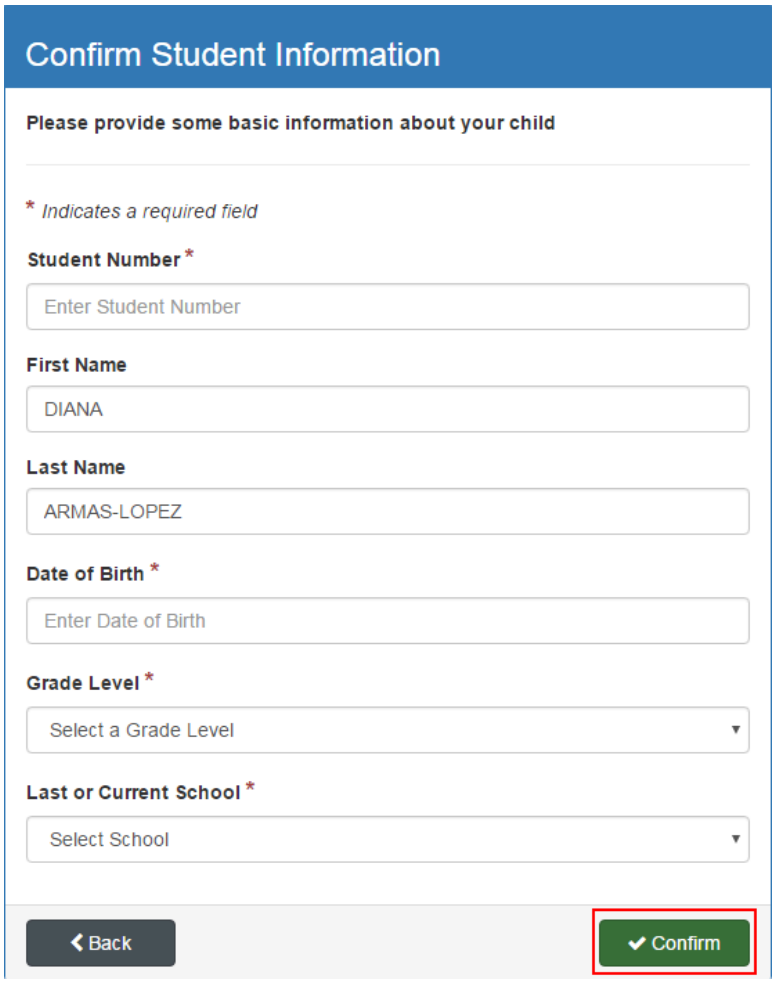


You will need to confirm your student's information. Confirm/enter the Student Number, Date of Birth, current Grade Level, and Last or Current School.

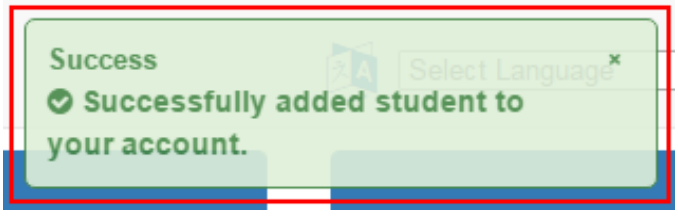
Click 'Confirm'.

****Tip****

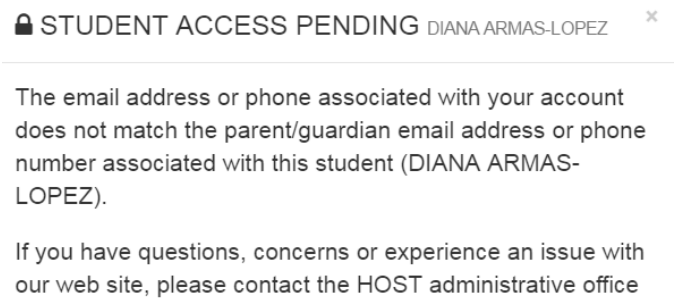
The "Student Number" can now be found in the upper right corner of their student record in PowerSchool.



A message will show at the top of the screen indicating if the student was added to your account successfully. **If their status is 'pending', this will not affect your ability to apply for afterschool.** Their status will be reviewed by staff and updated if/when your application is approved. If your application is denied/put on hold you will be contacted with information about how to proceed.

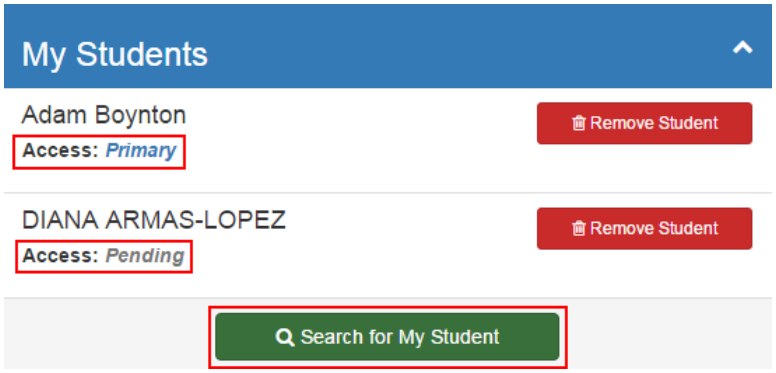


OR

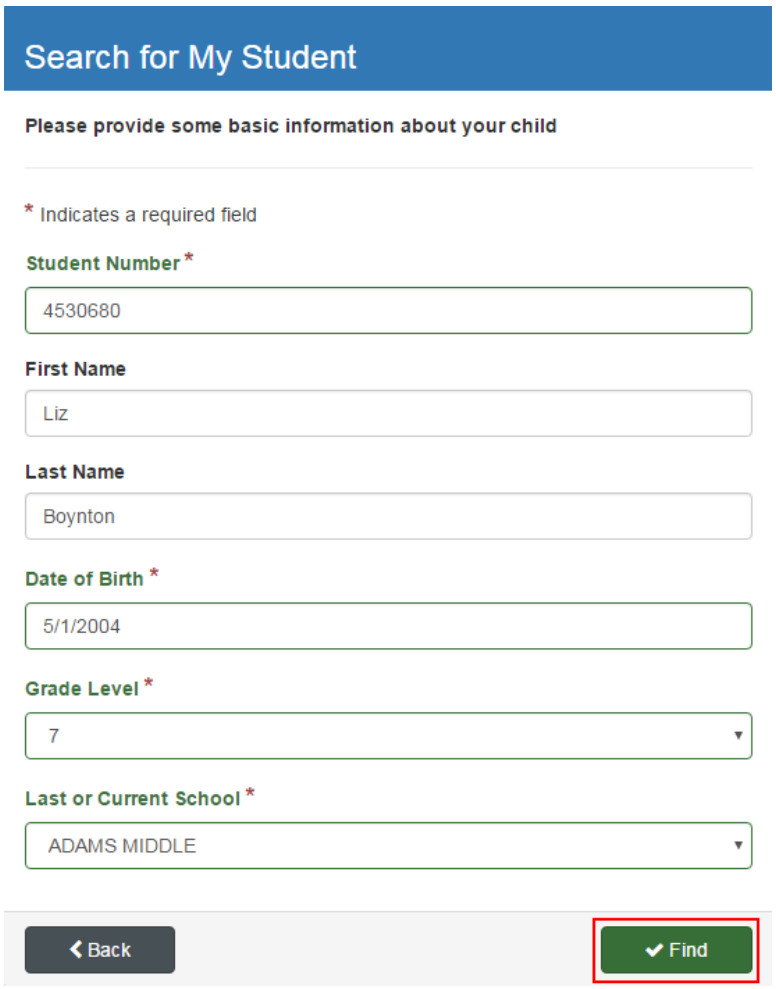


My Students

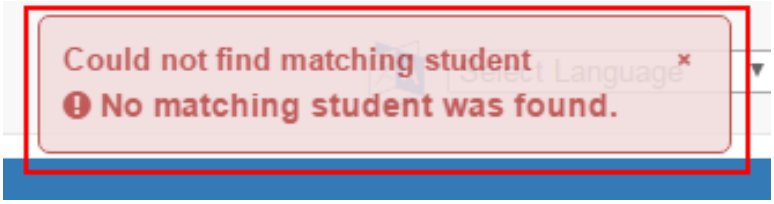
The ‘My Students’ section lists approved and pending students. If your student is not listed, and was not suggested in the ‘What’s New’ section, click ‘Search for My Student’.



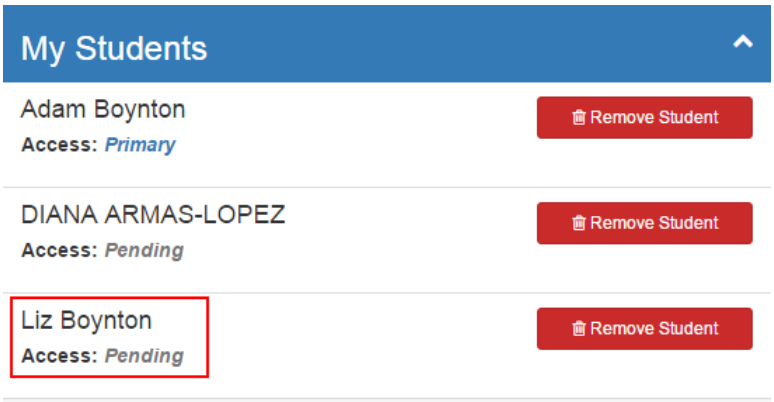
You will need to provide some information to search for your student. Enter the information and click ‘Find’.



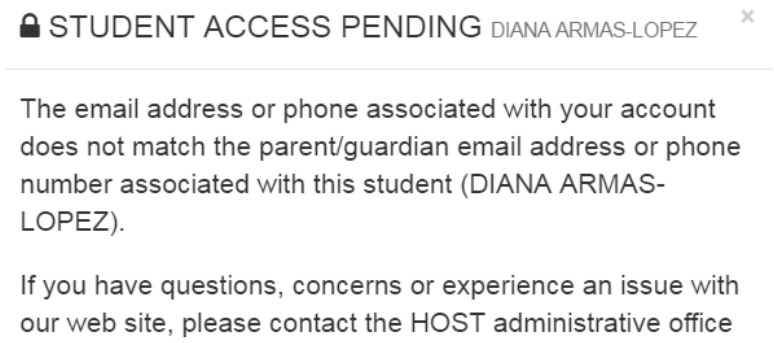
If the information does not match, you will receive the following on-screen message. Check to make sure that the information entered is accurate.
If further assistance is needed, contact afterschool@bsdvt.org.



If there is a match, your student will show under the 'My Students' section.

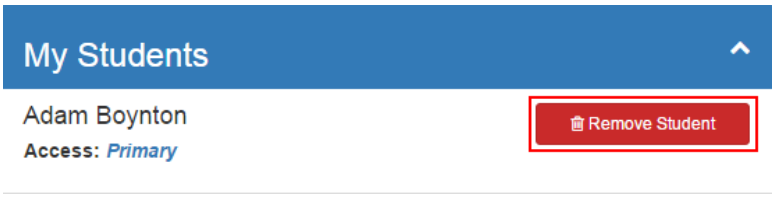


If Access shows as 'Pending', some information does not match the information associated with the student in PowerSchool. **This will not affect your ability to apply for afterschool.** Their status will be reviewed by staff and updated if/when your application is approved. If your application is denied/put on hold you will be contacted with information about how to proceed.

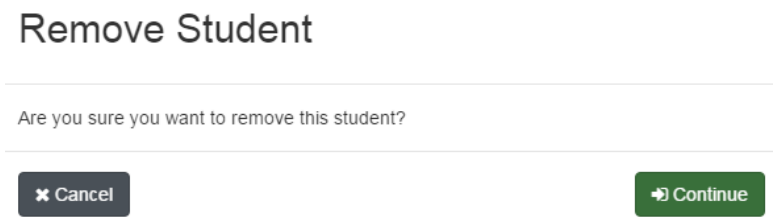


Remove a Student

If a student should not be showing on your account, click Remove Student.



Confirm that you wish to remove the student.

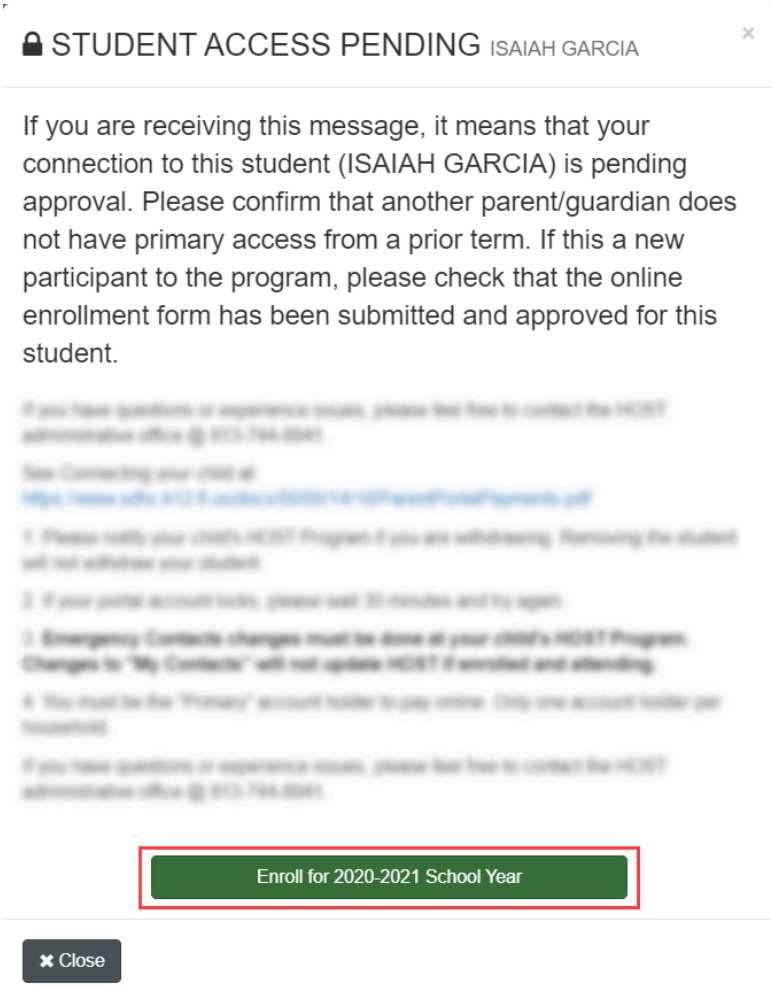


Enroll a Student (apply for afterschool)

Once your student(s) is added to the portal, you will need to complete enrollment. You can access enrollment two ways.

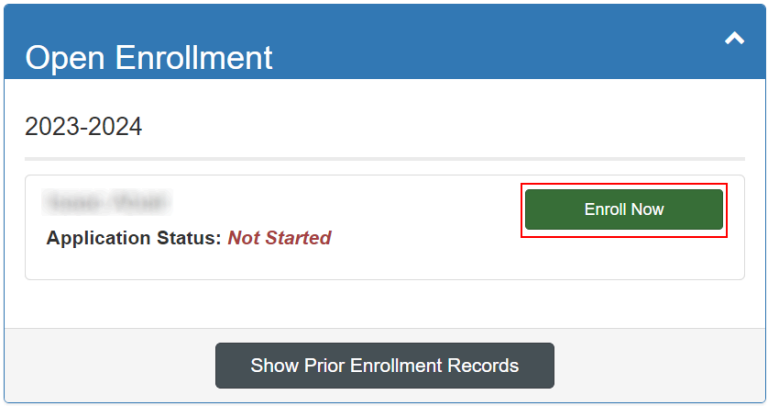
When you successfully add a student, **even if their status is listed as 'pending'**, you will see the following message. At the bottom of the screen, click 'Enroll for 20xx-20xx School Year'.

If you are not ready to enroll at this point, click 'Close' to close the window.

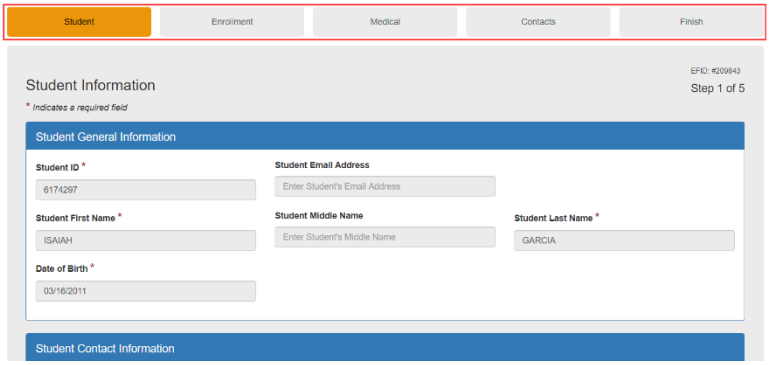


You can access enrollment at a later time in the 'Open Enrollment' Section.

Click 'Enroll Now'.

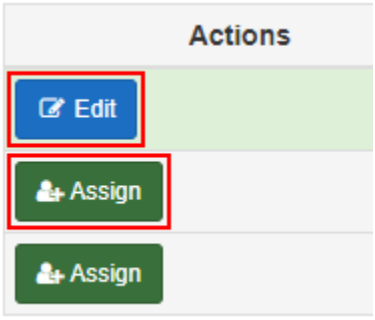


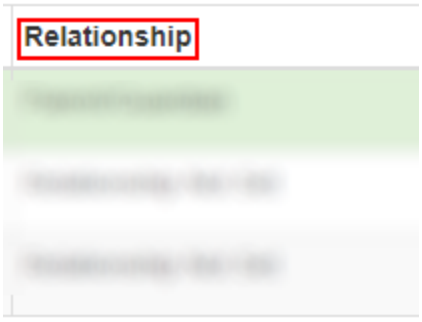
Enter all of the information needed and click ‘Next’ to move through the tabs until you finish enrolling your student. If you cannot complete the enrollment, click ‘Save and Continue Later’ at the bottom right of the screen.



Note: when you are asked to enter “current school”, please enter the school that your student will attend for the school year you are applying for. For example, if you will have a kindergarten student in the fall, enter the school they will attend in the fall. If you do not know, please wait to apply.

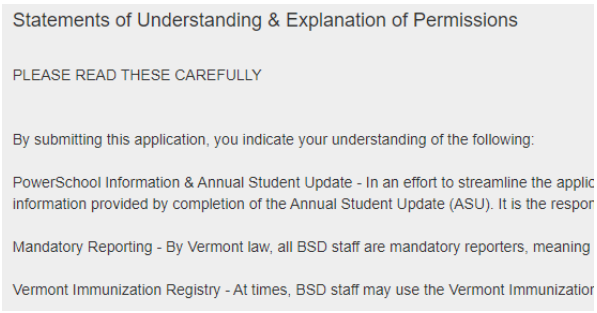
In the ‘Contacts’ section, contacts may be provided for you, based on PowerSchool information or from previous applications. Please remember to click the ‘Assign’ button to assign them to this student. The information for all contacts can be edited by clicking the ‘Edit’ button. When doing so, make sure that all required information, including relationships and emergency contact status, is correct. **Please keep in mind that Vermont law requires that at least two (2) emergency contacts are listed *besides parents*.** Your application may be put on hold if you do not have the required emergency contacts.



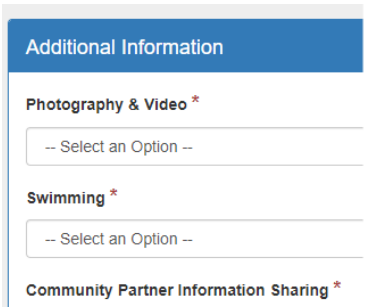




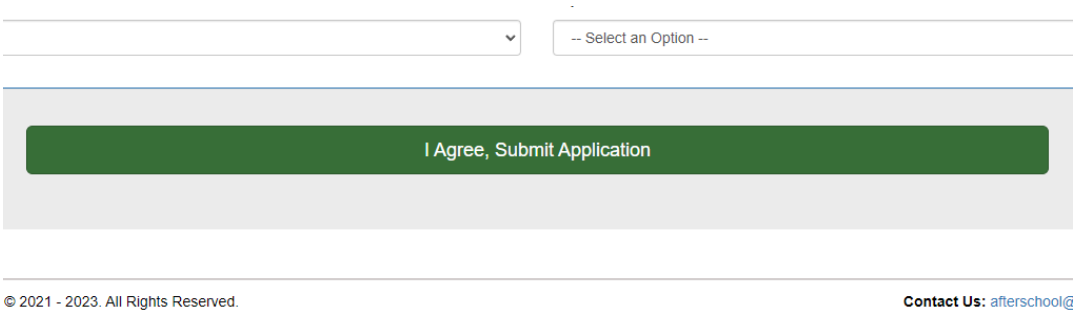
In the ‘Finish’ section, your information will be shown for review. Please also note the ‘Statements of Understanding & Explanation of Permissions’ section. This explains important policies and agreements that you will be verifying you understand and agree with to submit your application.



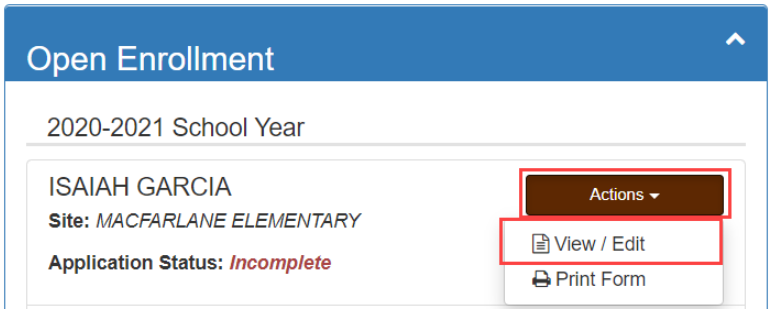
Also, don’t forget to answer the permission questions (which, unfortunately, appear below the digital signature section).



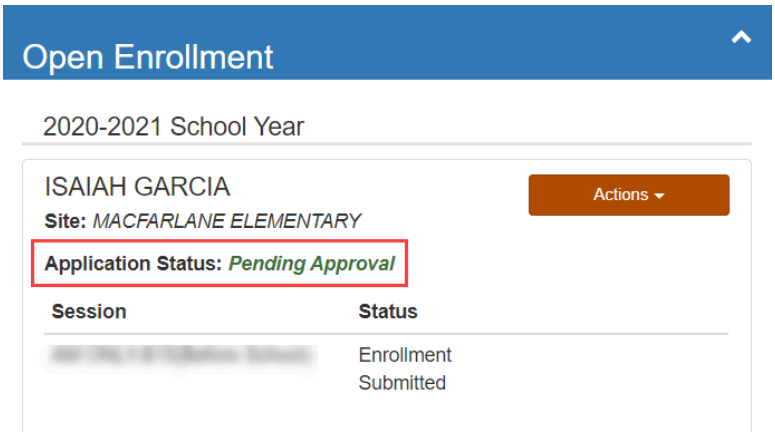
When you have completed the application, click ‘I Agree, Submit Application’, at the bottom of the screen.



If you have saved an application to return to later, click ‘Actions’ and select ‘View/Edit’ and then complete and submit.



To confirm that an enrollment form has been completed/submitted, check the ‘Application Status’ in the ‘Open Enrollment’ section. The status will show as ‘Pending Approval’ until it has been reviewed by staff. You will receive emails to let you know if your application has been approved, put on hold, or waitlisted.



Note: If you have more than one student, repeat the process to add and enroll each student. An application must be completed for each student each school year.

Reminder: If you have any issues with this form, trying a different internet browser (even on a phone) can sometimes help. If you still need assistance, please contact afterschool@bsdvt.org.