

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.

If you already have an account, please enter your email address and password. Otherwise, select Register a New Account.

Email Address

Password

 SHOW

Having troubles logging in to your account?

Log In

Register a New Account

Select Language  **Translate**



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.

REGISTER FOR A NEW ACCOUNT

Account | Contact Info | Security | Agreement

Account Step 1 of 4

Let's start with the basic information

First Name

Last Name

Email

Previous **Next** **Return to Log In**

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'.

The screenshot shows the 'Security' step of a 4-step registration process. At the top, there are four tabs: 'Account', 'Contact Info', 'Security' (highlighted in orange), and 'Agreement'. Below the tabs, the title 'Security Step 3 of 4' is followed by a password requirement note: 'The password must be at least 8 characters in length, contain one uppercase letter, contain one lowercase letter, contain one number and contain one special character.' There are two password input fields, each with a 'SHOW' button. Below the password fields, there are three status indicators: 'Length (8):' with a green thumbs up, 'Lowercase:' with a green thumbs up, and 'Special (i.e. ~!@#\$%^&* _()-+=[]\|;:<>.,/?"):' with a green thumbs up. The 'Uppercase:' and 'Number:' indicators are missing. Below these are three security question sections. Each section has a label 'Enter Security Question #1', 'Enter Security Question #2', and 'Enter Security Question #3' followed by a red asterisk. Each question has a text input field and a 'SHOW' button. The first question's input field contains 'Enter your question 1', the second contains 'Enter your question 2', and the third contains 'Enter your question 3'. Each question also has an 'Enter Security Answer #1', 'Enter Security Answer #2', and 'Enter Security Answer #3' label followed by a text input field and a 'SHOW' button. The first answer's input field contains 'Enter your answer to question 1', the second contains 'Enter your answer to question 2', and the third contains 'Enter your answer to question 3'.

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 screenshot shows a 'Verify your Account' notification. The title is 'Verify your Account'. The text reads: 'An email with instructions has been sent to the email address you provided. If an email doesn't arrive shortly, please check your spam folder. Please follow the instructions in the email to complete your account registration.' At the bottom, there is a blue button labeled 'Return to Log In'.

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**.

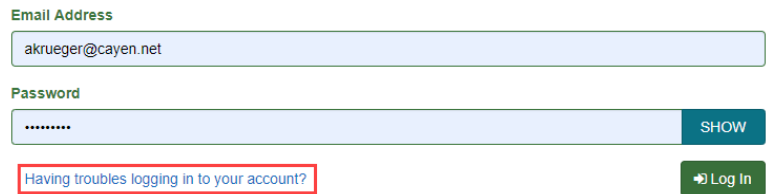
Once you click the link, you will be redirected to the 'Confirmation Success' screen. You will then be redirected to the login screen.

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.

A screenshot of a 'Forgot Password?' form. It has two input fields: 'Email Address' with the text 'akrueger@cayen.net' and 'Password' with masked characters '.....'. To the right of the password field is a 'SHOW' button. Below the email field is a link 'Having troubles logging in to your account?' highlighted with a red box. At the bottom right is a 'Log In' button with a right-pointing arrow.

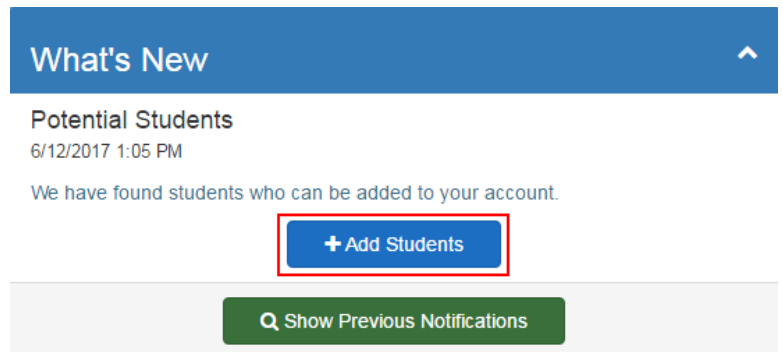
To reset the password, you are required to answer your security questions correctly. If you fail to answer the security question three times, the account will lock, and you will need to contact afterschool@bsdvt.org to reset the password. Once the password has been set, you will then be prompted to review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

Managing Your Student(s)

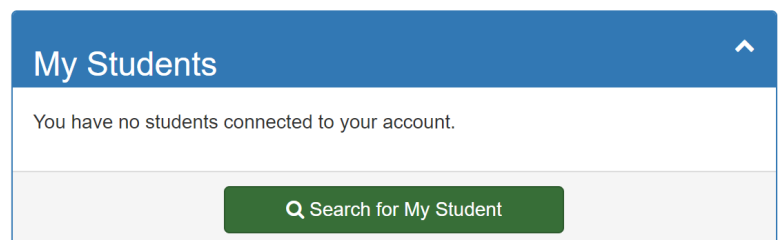
What's New

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.

A screenshot of a 'What's New' notification card. The header is blue with the text 'What's New' and an upward arrow. Below the header, it says 'Potential Students' and '6/12/2017 1:05 PM'. The main text reads 'We have found students who can be added to your account.' Below this is a blue button with a white plus icon and the text '+ Add Students', which is highlighted with a red box. At the bottom is a green button with a magnifying glass icon and the text 'Show Previous Notifications'.

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

A screenshot of the 'My Students' section. The header is blue with the text 'My Students' and an upward arrow. Below the header, it says 'You have no students connected to your account.' At the bottom is a green button with a magnifying glass icon and the text 'Search for My 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](#).

Confirm Student Information

Please provide some basic information about your child

** Indicates a required field*

Student Number *

First Name

DIANA

Last Name

ARMAS-LOPEZ

Date of Birth *

Enter Date of Birth

Grade Level *

Select a Grade Level

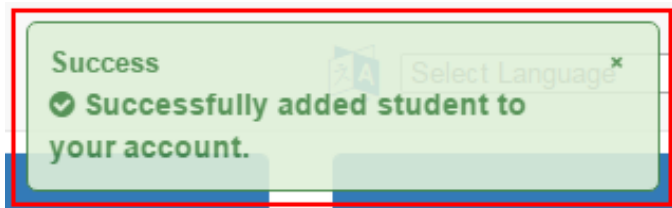
Last or Current School *

Select School

< Back

✓ Confirm

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

STUDENT ACCESS PENDING DIANA ARMAS-LOPEZ

The email address or phone associated with your account does not match the parent/guardian email address or phone number associated with this student (DIANA ARMAS-LOPEZ).

If you have questions, concerns or experience an issue with our web site, please contact the HOST administrative office

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'.

My Students

Adam Boynton

Access: *Primary*

Remove Student

DIANA ARMAS-LOPEZ

Access: *Pending*

Remove Student

Search for My Student

Search for My Student

Please provide some basic information about your child

* Indicates a required field

Student Number *

4530680

First Name

Liz

Last Name

Boynton

Date of Birth *

5/1/2004

Grade Level *

7

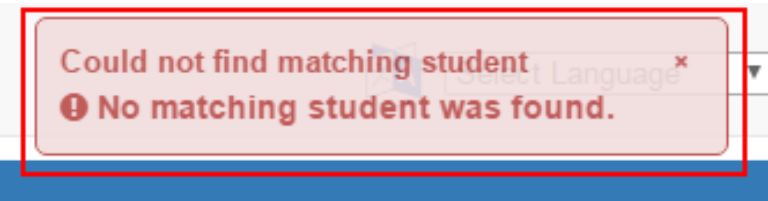
Last or Current School *

ADAMS MIDDLE

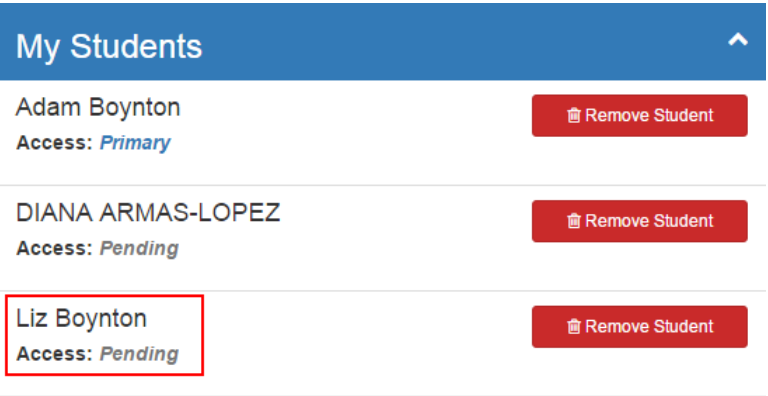
Back

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.

STUDENT ACCESS PENDING DIANA ARMAS-LOPEZ

The email address or phone associated with your account does not match the parent/guardian email address or phone number associated with this student (DIANA ARMAS-LOPEZ).

If you have questions, concerns or experience an issue with our web site, please contact the HOST administrative office

Remove a Student

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



Confirm that you wish to remove the student.

Remove Student

Are you sure you want to remove this student?

Cancel


Continue

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.

 **STUDENT ACCESS PENDING** ISAAH GARCIA

If you are receiving this message, it means that your connection to this student (ISAAH GARCIA) is pending approval. Please confirm that another parent/guardian does not have primary access from a prior term. If this a new participant to the program, please check that the online enrollment form has been submitted and approved for this student.

If you have questions or experience issues, please feel free to contact the HCST administrative office @ 313.744.2241.

See Connecting your child at <https://www.cde.k12.tx.us/hsn/14162/ParentPortalPayments.pdf>

- 1. Please notify your child's HCST Program if you are withdrawing. Removing the student will not withdraw your student.
- 2. If your portal account locks, please wait 30 minutes and try again.
- 3. Emergency Contacts changes must be done at your child's HCST Program. Changes to "My Contacts" will not update HCST if enrolled and attending.
- 4. You must be the "Primary" account holder to pay online. Only one account holder per household.

If you have questions or experience issues, please feel free to contact the HCST administrative office @ 313.744.2241.

Enroll for 2020-2021 School Year

✕ Close

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

Click ‘Enroll Now’.

Open Enrollment

2023-2024

Enroll Now

Application Status: *Not Started*

Show Prior Enrollment Records

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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.

A screenshot of the 'Student Information' form. At the top, there are five tabs: 'Student' (highlighted in orange), 'Enrollment', 'Medical', 'Contacts', and 'Finish'. The form is titled 'Student Information' with a sub-header '* Indicates a required field'. It is labeled 'Step 1 of 5' with an ID 'EFID: #200843'. The form is divided into two main sections: 'Student General Information' and 'Student Contact Information'. The 'Student General Information' section contains fields for 'Student ID *' (with value 6174297), 'Student Email Address' (with placeholder 'Enter Student's Email Address'), 'Student First Name *' (with value ISAAH), 'Student Middle Name' (with placeholder 'Enter Student's Middle Name'), 'Student Last Name *' (with value GARCIA), and 'Date of Birth *' (with value 03/16/2011).

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.

A screenshot of the 'Contacts' section of the application. It shows three columns: 'Actions', 'Relationship', and 'Emergency Contact'. The 'Actions' column has three buttons: 'Edit' (blue with a pencil icon), 'Assign' (green with a person icon), and another 'Assign' (green with a person icon). The 'Relationship' column has three rows of blurred text. The 'Emergency Contact' column has three rows, each with a 'Yes' button (green).

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.

A screenshot of the 'Statements of Understanding & Explanation of Permissions' section. It has a title bar and a main content area. The title bar says 'Statements of Understanding & Explanation of Permissions'. The main content area starts with 'PLEASE READ THESE CAREFULLY'. Below that, it says 'By submitting this application, you indicate your understanding of the following:'. Then, it lists three items: 'PowerSchool Information & Annual Student Update - In an effort to streamline the applic information provided by completion of the Annual Student Update (ASU). It is the respor', 'Mandatory Reporting - By Vermont law, all BSD staff are mandatory reporters, meaning', and 'Vermont Immunization Registry - At times, BSD staff may use the Vermont Immunization'.

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

A screenshot of the 'Additional Information' section. It has a title bar and a main content area. The title bar says 'Additional Information'. The main content area has three sections: 'Photography & Video *' with a dropdown menu showing '-- Select an Option --', 'Swimming *' with a dropdown menu showing '-- Select an Option --', and 'Community Partner Information Sharing *'.

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

-- Select an Option --

I Agree, Submit Application

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Contact Us: afterschool@

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

Open Enrollment

2020-2021 School Year

ISAIAH GARCIA

Site: MACFARLANE ELEMENTARY

Application Status: *Incomplete*

Actions

View / Edit

Print Form

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.

Open Enrollment

2020-2021 School Year

ISAIAH GARCIA

Site: MACFARLANE ELEMENTARY

Application Status: *Pending Approval*

Session	Status
	Enrollment Submitted

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.