

SchoolView Log-in Directions

Thank you for enrolling in SchoolView which will give you anywhere, anytime access to school-related information on your children who attend Chisago Lakes Schools. Maintaining the security of your children's information is a top priority for us. While setting up your access involves several detailed steps that guarantee this security, once you have completed these, you will only need to enter your user name and password to access information after the initial account set up.

Please make sure you have a compatible web browser loaded on your computer:

PC: Internet Explorer 6.0 or higher, Firefox 2.0 or Chrome 4.1.249 or higher

Mac: Firefox 2.0, Safari 4.0.5 or higher or Chrome 4.1.249 or higher

1. Register for your account: **You will have to do this only one time.**

- Log on to the Chisago Lakes School District web site: www.chisagolakes.k12.mn.us.
- Select your student's school from the quick link menu bar.
- Click on the "SchoolView" icon.
- Click on the button "I haven't registered yet."
 - Enter the district number: 2144
 - Enter your Access Key (**letters are case sensitive**).
- Select a student from the drop down menu and enter their birth date.
- Set your user name and password. Confirm your new password.
- Provide an e-mail address that will be used only if you request help with you account or forget your password.
- Answer the questions that will be used to give you a new password in case you forget your original one. Select the questions from the drop down menu and type the answers in the appropriate boxes.

2. Review your account information and set alerts:

- Go to the SchoolView home screen.
- Click on **My Info**.
- At **My Info**, add or edit your e-mail address and other contact information. If you can't change information on the screen, use the blue "**Change Request Form**" button for requesting corrections to your family information. At the bottom of the screen enter an explanation of your request and click on "**E-mail this request to the district office**".
- If you wish to receive text messages you must select a cellular provider from the drop down menu.
- Set e-mail alerts at the bottom of the page (secondary students only).
- Click on **Update**.

3. Emergency Contact Information:

- Click on the **Student Info** tab at the top of the page.
- Click on **Personal Information**.
- Update/add any contact information for your student. Check "emergency contact" for each contact to ensure they are listed.