Snowman Software® DaySchool®

SnowmanPortal User's Guide

Overview

SnowmanPortal is a secure web portal provided by your school where you can access your own information to provide updates, view your and your students' data, and perform various related tasks.

Your use of this portal consists of three easy steps:

Step	Description
1	Your school will provide you with the web URL you will go to for portal access.
2	You will use the Create Account option on the login page just one time upon your first access of the portal. **KEY POINT: Your email address will be your login. This email address must have been already provided to the school as part of your contact information. If the email address is not in the school records, you will not be able to create an account. The email address in the school records must exactly match the email address you provide to create your account. This includes every aspect of it, including the case of the letters (i.e. Myname@company.com versus myname@company.com versus myname@Company.com are all different).**
3	Once you create your account, you will be able to access the portal at any time using your credentials and provide data updates as required by your school or simply view information.

Creating Your Account

Upon first time access to this portal, you must create an account. You only need to do this one time, so if you have done this already you can skip this section.

When you get to the portal login page, you will see a screen similar to the one below – it will have your school's logo and the name your school uses for the portal. Note the "Create New Account" link (highlighted below). You will click that link to start the account creation
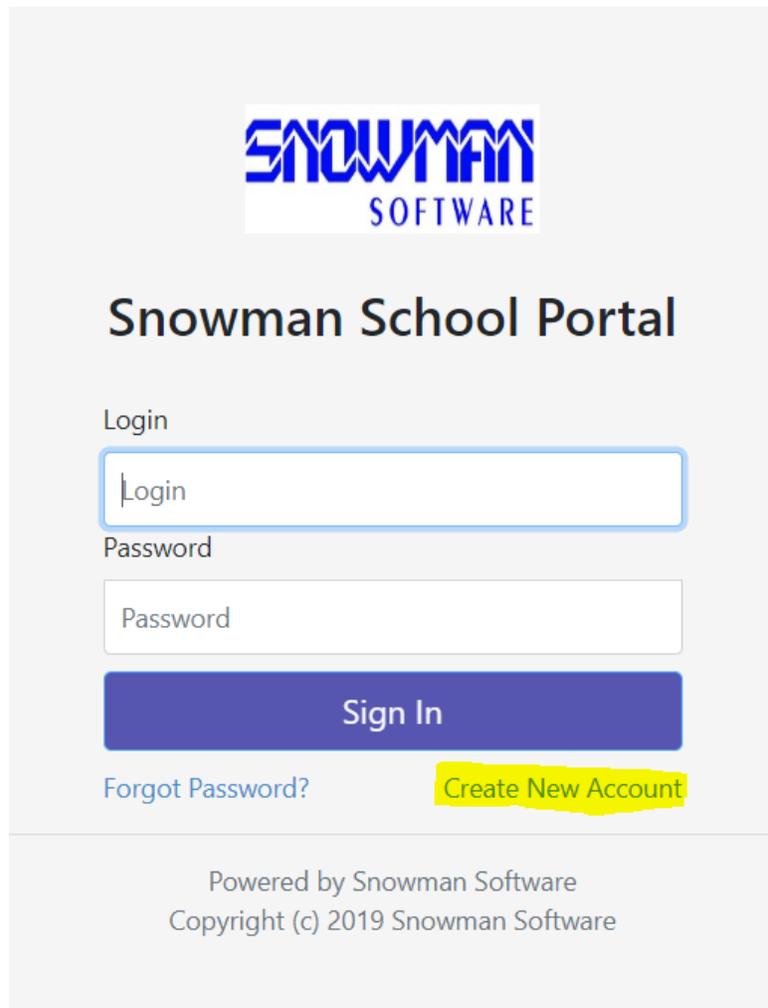
process.

This will display the following where you will enter your email address and click the Submit button.

If your email address is not recognized (i.e. it does not match what is in the school records) you will see the error message shown below. At this point, if you are certain that this should be the correct spelling of your address including lower case versus upper case, etc. you should contact your school to correct this in their records and once this is done, come back and try again.

Create New Account

Email *

jomanero@myworkplace.com

> This email is not a recognized email in the school database. Please use the email address in the school records or contact the school if you think you entered the correct email address

Submit　**Cancel**

If your email address does match the school records, then you will be prompted to setup the credentials for your account. Make sure you follow the password complexity rules that are displayed for you and setup your security question and answer. This question and answer will be needed in case you forget your password in the future.

Create New Account

Email *

jomanero@myworkplace.com

Password *

••••••••••

Confirm Password *

••••••••••

> Minimum six characters
> Must contain at least one number
> Must contain at least one of these special characters: !# $ % & * ( )

Security Question *

What is my mother's name?

Security Answer *

••••••••

Submit　**Cancel**

Once you click Submit, your account creation request will be sent to the portal and a verification code will be emailed to the email address you provided as your account login. Check your email to find the verification code that was sent to you and enter it where you are prompted. Below is what this email may look like:

Sun 8/25/2019 3:17 PM

S   snowmancloudnoreply@gmail.com
Snowman School Portal verification code

To   Hal Maner
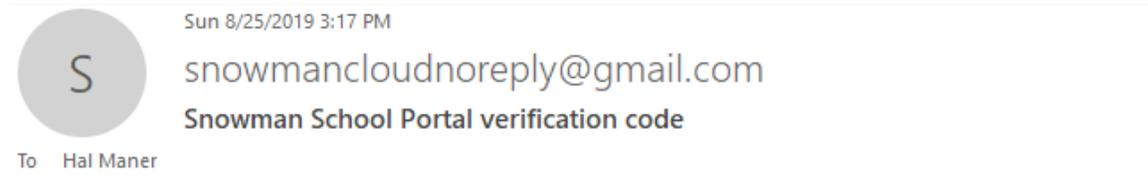
This is your verification code for your new account.

Please use this value where you are prompted in the account creation process:

403619

Please do not reply to this email as this address is not monitored.

Once you enter the correct verification code, your account is created and you will be logged in. From this point forward, you will simply be able to login to the portal using the credentials you setup.

If, at any point in the future, you forget your password or you want to change it, you will be able to click the "Forgot Password?" link and, after correctly answering your security question, you will be able to do this.

Portal Main Menu

Once you login to the portal, you will see the main menu and it will look similar to the screen below, listing a "Profile" option (this is where your school data fields are), followed by one or more of your children/students, as well as other options such as documents to view, documents to sign, etc.

Please note that which options you see are controlled by school administration and if you do not see some of these options this may be perfectly normal as you school may not be using all the features in the portal.

Snowman School Portal

🪪 Profile	→
🪪 Mo Denise Manero	→
🪪 Documents to Sign	→
🪪 Documents to View	→

Sign Out

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Profile and Submitting Data Updates

When you click the Profile option, you will see a screen display similar to the following:

Snowman School Portal
Jo Manero Emily Manero Profile

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Field	Value	Change All
Prefix		Change
First Name*	Jo	Change
Middle Name		Change
Last Name*	Manero	Change
Suffix		Change
Address*	1234 Main Street	Change
City*	Durham	Change
State*	North Carolina ▾	Change
Zip*	27777	Change

Your school may periodically ask you to go through this data and submit updates. If you need to change one or more fields, you first need to click that field's "Change" button and this will unlock that field for you to be able to make changes there. Alternatively, especially if you will change multiple fields, you can use the "Change All" button that unlocks all shown fields there for you to be able to change them as appropriate.

Once you are ready to submit your changes, click the Submit button and once you see the "Profile update submitted" message you can click the Back button to go back to the previous screen.

Parent 2 Work Phone		Change
Parent 2 Cell Phone		Change
Parent 2 Email	emily@retail.com	Change
Parent 2 Industry*	Creative Services ▾	Change

Submit   Back

Profile update submitted.

Important Note: When you submit data updates, these are sent to your school's system right away, however they go into a holding area first before they are permanently updated in the school system. Your school administrators control when this permanent update happens. For this reason, after you submit changes, when you log back into your account it is possible for the old values to display and this is normal. You should not re-submit this information unless you hear from your school that your updates were not received.

Student Profile and Other Student Options

There is a Profile menu option under each one of your students, similar to your contact profile. You may be asked to submit updates on the student profile also. This can be done separately and in addition to any contact profile updates you may submit and they are done the same way explained above in the contact profile section (i.e. click the Change button for any field value you want to change, enter the new values, click Submit once you are done changing).

In addition to profile updates, you may see other information available under your student's name if your school is making use of these features. These may include attendance information and report cards.   Attendance and report cards, if they exist, will be for viewing only.

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📇 Profile	→
📇 Attendance	→
📇 Report Cards	→

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Field	Value	Change All
First Name*	Mo	Change
Middle Name	Denise	Change
Last Name*	Manero	Change
Suffix		Change
Goes By*	Mo	Change
Birth Date*	10/22/2011	Change
Allergies*	Yes ▾	Change

Submit   Back

Documents To View

Your school may make certain documents available to you for viewing in the portal. These will be listed under the menu "Documents To View" menu option. You can view (as well as download) these documents by clicking the View button next to their name as shown below.

The document will display and you can page through it, zoom in and out, and download. Click its Close button when done viewing.

Documents To Sign

Your school may make certain documents available to you for electronically signing in the portal. These will be listed under the menu "Documents To Sign" menu option. To sign one of these documents, click the Sign button next to the document name.

There are two types of signatures your school may have configured and this may be different from one document to another:

1. Signing by checking a box and typing your name in a text box.
2. Signing by drawing your signature either by using the mouse on a regular computer or your finger or stylus on a touch enabled device.

Once you enter your signature, be sure to click the Submit button to submit it to the school. Your only verification will be the message that your document/signature has been submitted – as of this writing, there is no other verification you will receive that a certain document has been signed.

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Jo Manero Emily Manero Documents to Sign

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Document	
Sample Document To Sign (Check box and enter name)	Sign
Sample Document To Sign (Sign with mouse or finger))	Sign

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A document to sign using the first signature method (check box and text box) is shown below:

A document to sign using the second signature method (real signature) is shown below: