# SCH22 Where students, teachers, and parents connect.

**School Loop** is a web-based learning management and communication system that keeps everyone in the *loop*. It is important that both students and parents access their School Loop accounts as this is where assignments, classes, and the latest progress reports will be available.

- Features
  - Assignments
  - All current assignments are listed in a scrollable view. Tap any assignment tile for full details.
- LoopMail
  - Use your mobile device to view and reply to all of your inbox LoopMail messages. You may also send LoopMail to Administrators, Teachers, and additional supporting staff, e.g., Academic Counselors, Parent and Community Involvement Specialist, etc.
- Courses
  - At a glance, view the current grade for each course. Tap any course to view your grade progress graph, list of assignments, assignments with a score of zero, and recently scored assignments.
- News
  - All the current news published for you. Tap any news title to view its details.
- Calendar
  - A basic list of events for now with upgrades planned for the near future.

Parents and students can download the School Loop mobile app that is available for both iPhone and Android phones. It allows users to view all current assignments, access LoopMail, and current news. Click **HERE** to find out more.





## Registering

#### YOU NEED YOUR STUDENT'S SCHOOL ID NUMBER FOR THIS STEP

#### 1. CLICK HERE

- 2. SELECT PARENT REGISTRATION
- 3. Fill in the registration form.

Note: While Email Address is not a mandatory field, we recommend to enter it to be able to reset your password and receive notifications.

Parent Registration

22 This is Additional	students? Add them ence	ol professiona logged in	i registration for	m.	
Your First Name			n =1 = 24		
Your Last Name					
Choose a Login Name (no spaces or special charact	#/S)				
Email Address (Your email address will be ke	rps private and shall be used for distri	ct purposae only)			
Phone Number					
Student ID Number					
What is the first letter o (for example, the students na	f the student's first name? me is Sarah, type the letter sy.				
What is the first letter of (for example, if the student's t	f the student's last name? ast name is Jimenez, type the letter []				
Choose a Password (minimum 6 characters with a	(isati 1 cigil)				
Confirm Password				-	
Register Now Can	cel				

4. Click the Register Now button.

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Confirm Passwa		
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5. Confirmation-If the registration is successful, a User Agreement page opens; you need to read and accept it. Once you accept the agreement, your user portal is displayed:

Test School	Loopkia) My Caleedar	Portal	Portal Logout ? Sertings & Crassrooms Groups	
Portal:	Get th	ne mobile app	store Congle play	
Academics	A	MY STUDENTS	Add Student	
Classrooms	Websites	ADDRESS STREET	Displaying	
1 ALGEBRA 1A SPR		DISCUSSIONS	New	
2 COMPTR CONCEPTS		No active discussions		
3 PE 9	100 Proj.	NEWS		

6. You will not have detailed information until your registration upon verification of household members. \*\*This may take up to 48 weekday hours.\*\*

## **Recover Login Info**

1. From the School Loop login site, press the Forgot Password button.

SCHOOL	Español 中文
ICOP	Login Name:
	Password:
	Login Register Now
	Forgot password?
	Secure Login

2. Type in your e-mail address or username. *Press send* (circled below).

Reset Passw	ord	
Email address or	login name	
123@gmail.ccom	1	

You will receive the following message to your email address.
\*\*You will need this information to reset your password.
Click the URL.



4. The URL will redirect to our school website. Please click on the School Loop symbol.



5. Log back in using your temporary password. Refer to the information sent to your e-mail.



6. It will redirect you to reset your password. Click *Reset Password* to submit the change.

### **Reset Password**

Please choose a new password for your account. Passwords must be a minimum of 6 characters with at least 1 digit. Protect your account by using a strong password.

New Password: (minimum 6 characters with at least 1 digit):

Confirm	New	Passw	ord:		
D					

- 7. Log back in using your new password.
- 8. You're all set!