



HOME OF THE LIONS  
NORTH DAVIS PREPARATORY ACADEMY

## How to Edit Your Student and Family School Profile Information

*If you experience any difficulties accessing or using SIS, please feel free to contact us.*

### Getting Started

To get started you will need:

- Your student's date of birth
- Student ID #, which you can obtain from the office.

Your Student ID# is also printed on any official school documents, such as a report card. It is a 2 to 4 digit number that is a different from their lunch account number.

### To Create an Aspire (Gradebook) Account

#### Step 1-

- Go to our school website [www.northdavisprep.org](http://www.northdavisprep.org)
- Go to the *Quick Links* menu located on the right side of our homepage,
- Click on the "Gradebook" link.

#### Step 2-

- Enter your user name and password.

If you do not know your user name and password please do the following:

- Click on the blue link "Request a Username", below the login fields. This will open another box.
- Enter your student's ID# and birth date (ex. mm/dd/yyyy) then click on the Lookup Student button.
- Choose which contact you are. Please note- There are only two custodial accounts per student, allowing two guardians to create separate accounts.
- Choose a user name and password that will be easily remembered. Please note- Your password must contain at least one number and be 8 characters long.
- **Check the box to certify your authorization to access student's account.**
- Click on the Create Account button, this will open a confirmation box, click "return to login".
- You will now be able to Login using your new username and password.

**IMPORTANT!** - Please ensure that all of your students are listed on your account/profile.

If they are not please call or stop by the office to have us quickly link your student's together. You may reach us at:

**Elementary Office** 801-547-1809

**Jr High Office** 801-336-3601

### Verifying Student/Parent or Guardian/Emergency Contact Information

Log on to Gradebook- Please refer to Step 1 and Step 2 of the previous page "Getting Started".

If this is your first time logging in, you will see the following warning at the top of the page: **“Please verify that your information and your student's information is correct”**.

- Lower on the page, next to each person's name is an edit link, click on it to update and correct any information connected to that individual.
- Once you have updated all of your information, you will need to check the box located at the bottom of your screen. *I have reviewed the above information and it is correct.* Click on the verify button to submit and/or save your information.

You will then be able to select your student and view his/her information. (Note: If you do not see all your students listed, please contact the school office.)

### **To Update Parent, Student and Emergency Contact Information after set up:**

Log on to Gradebook- Please refer to Step 1 and Step 2 of the previous page “Getting Started”.

- Select the Student you want to update.
  - Click the brown “edit” link to the right of contacts near the bottom of the screen.
  - This will bring up a new screen that will allow you to update contact information by clicking the yellow pencil icons.
  - Click Save once you have made any changes.
- You may enter a student's personal email address for teachers to use to contact your student directly or you may use your email address. Please enter the email address of your choice under the student's name on the profile page, you may also choose to leave it blank.
- You can synchronize information for more than one student while editing, by selecting their names in the green box on the right hand side of the editing screen. They may also be unsynchronized by deselecting their names.
- You can delete contacts by clicking on the red X next to their name on the contact page.
- You may add contacts by selecting the green + button at the bottom of each column on the contact page.