

MODIFIED FAMILY PORTAL TUTORIAL

To see any of the slides in this presentation, click on “Present” above the toolbar. Click on the topic links below for more information about Family Portal. Certain topics are accompanied by “how to” videos, click on “VIDEO” to view. To return to the list of topics, click on the “home” icon that is located in the left corner on each page.

- ❖ [How Can I Access Family Portal?](#) [VIDEO](#)
- ❖ [How Parents/Guardians Can Register for Family Portal](#)
- ❖ [Viewing and Downloading Mid Term Progress Reports & Report Cards Using a Computer](#) [VIDEO](#)
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HOW CAN I ACCESS FAMILY PORTAL?

You can use any computer that connects to the internet, allowing you to access the system from anywhere– your home and your office.

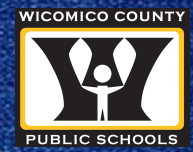
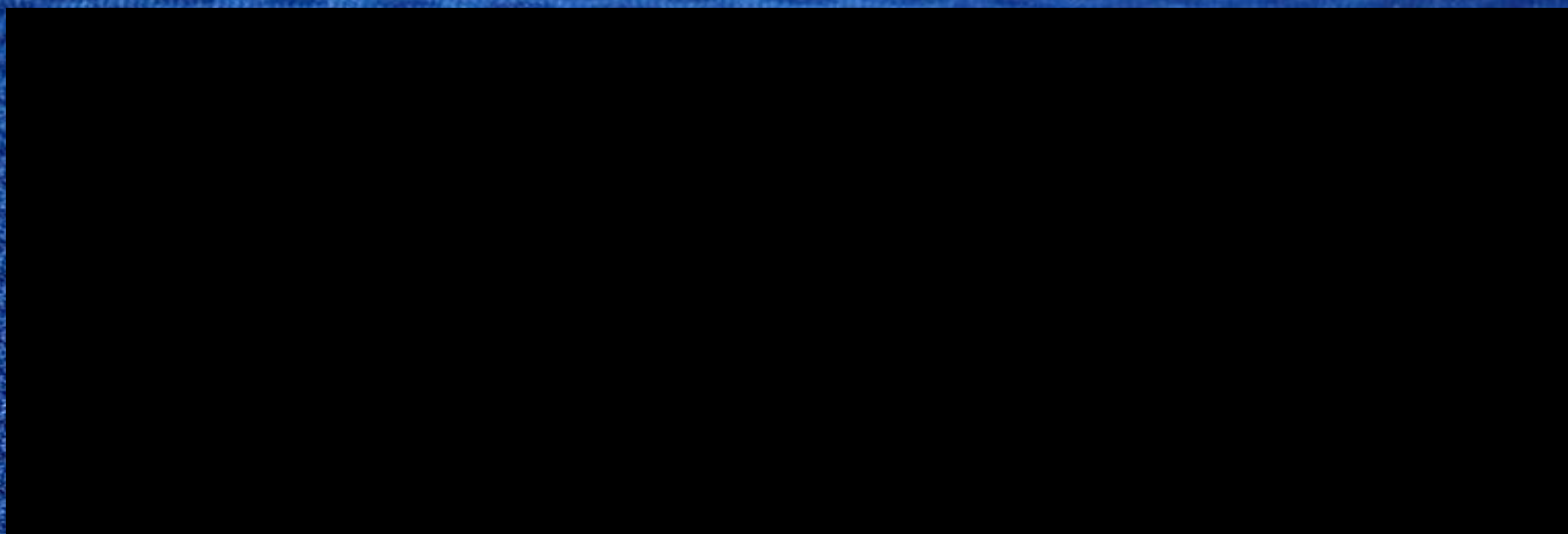
FOLLOW THESE STEPS:

1. Open your browser to connect to the Internet.
2. Go to <https://x2.wcboe.org/x2sis> or go to www.wcboe.org and click on “Family Portal” at the bottom of the page.
3. Enter your Login ID and Password.
4. The first time you log in, you will be prompted to change your password. Your homepage will then display.





HOW CAN I ACCESS FAMILY PORTAL



HOW PARENTS/GUARDIANS CAN REGISTER FOR FAMILY PORTAL

Step 1: Set Up LOGIN ID: You will need the following 3 things for the LOGIN ID:

1. **Students full last name** (all lower case, special characters and spaces removed, not to exceed 14 characters);
2. **First initial of student's first name;**
3. **Last 4 digits of student's Social Security Number**

Example: Your student is John A. Smith-Jones with the social security number xxx-xx-1234. John's lunch number is 98765.

The **Login** in is: smithjonesj1234

STEP 2: Set Up PASSWORD:

Student's 5-digit lunch number (available from student or call the school). This is temporary; *you will choose a new password the first time you log on.*

Example: Your student is John A. Smith-Jones with the social security number xxx-xx-1234. John's lunch number is 98765.

The **Temporary Password** is: 98765 (you will change the password once you login)



You will use the login and password you set up every time you use Family Portal.



HOME



VIEWING AND DOWNLOADING MID TERM PROGRESS REPORTS & REPORT CARDS USING A COMPUTER

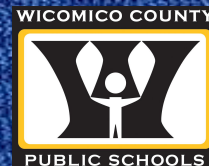


LOGGING ON USING A PARENT LOGIN ID:

1. Go to www.wcboe.org
2. Click on the Parents Tab, then click on “Family Portal Link”
3. Enter your PARENT LOGIN ID and Password
4. Click on the “Pages” Tab
5. Under “Published Reports”, click on the file name to download

LOGGING ON USING A STUDENT LOGIN ID:

1. Go to www.wcboe.org
2. Click on the Parents Tab, then click on “Family Portal Link”
3. Enter your STUDENT Login ID and Password
4. Click on the “Pages” Tab
5. Under “Published Reports”, click on the file name to download



VIEWING AND DOWNLOADING MID TERM PROGRESS REPORTS AND REPORT CARDS USING A COMPUTER

Wicomico County Public Schools

The Family Portal is now open to parents, guardians, and students for the 2020-2021 school year. All Family Portal passwords from the previous school year have been reset, for security purposes.

Login ID
testerp0009

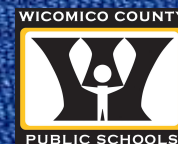
Password

[Trouble logging in?](#) [I forgot my password](#)
[Family Portal Login Instructions](#)

Log On

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VIEWING AND DOWNLOADING MID TERM PROGRESS REPORTS & REPORT CARDS USING A MOBILE PHONE

LOGGING ON USING A PARENT LOGIN ID:

1. Go to www.wcboe.org
2. Click on "Family Portal Link"
3. Enter your PARENT LOGIN ID and Password
4. Click on the triple bar icon
5. Click on "View Full Site"
6. Click on the "Pages" tab
7. Under "Published Reports", click on the file name to download

LOGGING ON USING A STUDENT LOGIN ID:

1. Go to www.wcboe.org
2. Click on "Family Portal Link"
3. Enter your STUDENT Login ID and Password
4. Scroll down to "Published Reports" then click the "+ icon"
5. Click on the report to download OR YOU CAN
6. Click on the triple bar icon
7. Click on "View Full Site"
8. Click on the "Pages" tab
9. Under "Published Reports, click on the file name to download



HOME



VIEWING AND DOWNLOADING MID TERM PROGRESS REPORTS & REPORT CARDS USING A MOBILE PHONE

