

PRINCIPAL
Joshua D. Sween



ASSOCIATE PRINCIPAL
Paul A. Rheinschmidt

Dear Parent,

The Mosinee School District offers a web-based product for parents of students in grades five through twelve called Family Access. Family Access will allow you to keep track of your student(s) progress at school. The Mosinee School District provides Family Access as a free service.

In order for you to begin using Family Access, you will need to provide your email address to the office. Please allow a few days for us to enter your email address into our system before you attempt the process below. For your security, we cannot see your password. Below you will find an EXAMPLE of what your login will look like.

EXAMPLE:

Student Name:SMITH, BILL jr

Parent Name:SMITH, BILL

Email Address:

Family Access Login (First 5 letters of last name followed by first 3 letters of first name followed by three zeros):SMITHBIL000

To get your password (remember, we must have your email address on file):

>OPEN the Mosinee School District website: <http://mosineeschools.org>

>Click on **Middle School** (top middle of the page)

>Find the sentence: **Click Here for Family Access** (click on *Click Here*)

>You will then be prompted to enter your secure login.

>Click on the *Forgot your Log-in/Password?* Enter your email address. Your password will be emailed to you.

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When you have your password:

Return to the Family Access login area on the Middle School webpage. When you login, the login button and the **Message Center** should appear if you are accessing for the first time.

Otherwise, a **Calendar** page should appear. You can create a more user-friendly password:

- > Click on *Change my Email* and enter your current email address.
- > Click on *Change my Password* and enter your new password.

Under **General Information** on the left, you can view information about your student's attendance, grades, schedule, progress, assignments, and emergency information. We believe Family Access will help all of us stay more informed about each of our students and we look forward to continuing to help your student(s) learn. If you have any questions or concerns, please contact me at 715-693-3660 (Ext. 2005) or by email at jsween@mosineeschools.org.

Sincerely,

Josh Sween

Principal