Marshall Schools' Parent Portal Detailed Instructions

1. In a web browser go to http://websis.marshall.k12.il.us (you may receive a security warning but you click past this)
2. Fill in the location, login name (login name = Parent Access User ID) and password provided on your Parent Portal Information Sheet. Click the **Enter** button
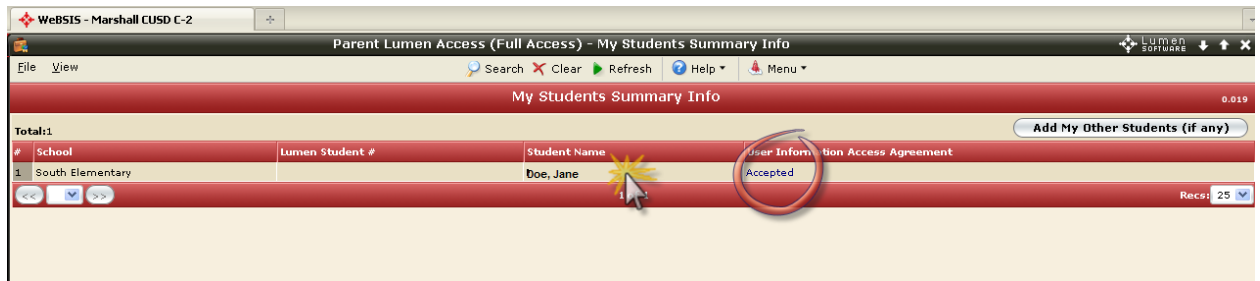
3. Click the Parent Lumen Access Icon
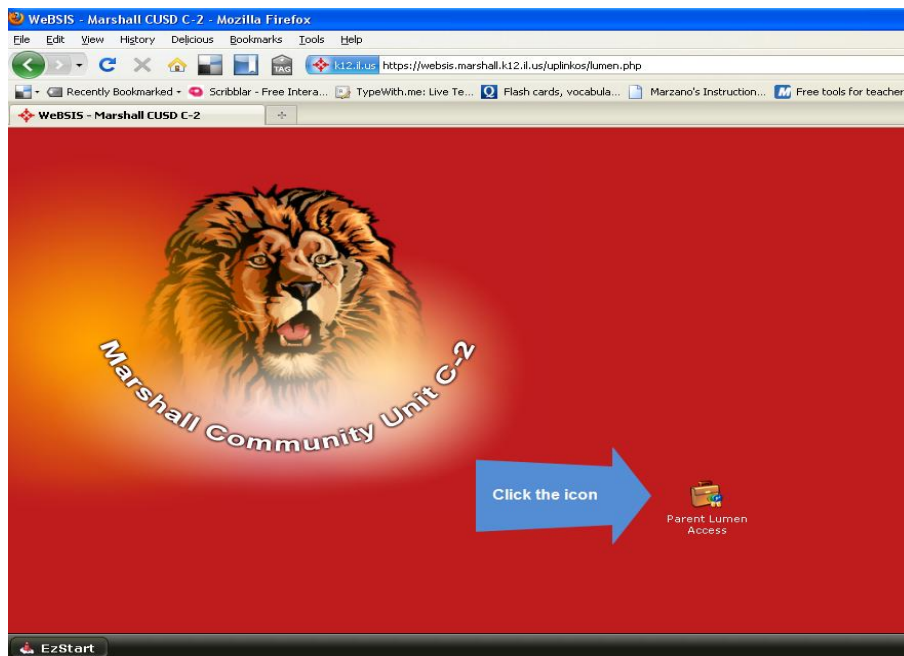
4. Before accessing any information for the first time, you are required to accept the "User Information Access Agreement" to do this, click the words "Not Completed. Click here" . Read the use policy and click the button indicating that you accept it.
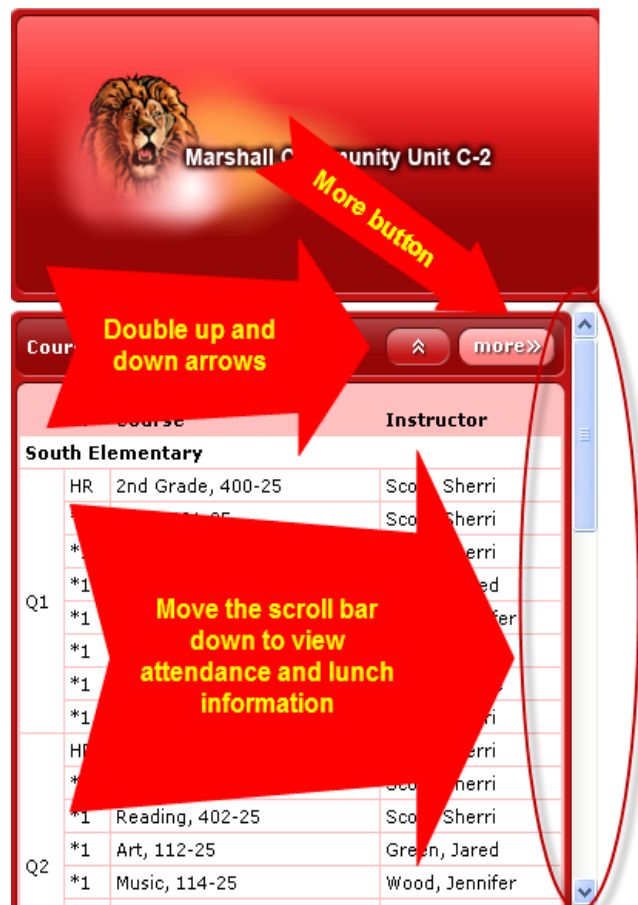
Parent Lumen Access (Full Access) - My Students Summary Info

File   View   Search Clear Refresh Help ▾ Menu ▾

My Students Summary Info   0.019

Total:1   Add My Other Students (if any)

School   Lumen Student #   Student   User Information Access Agreement
1   Morris,   Click Here   Not Completed. Click here

Recs: 25

5. Once you have accepted the user agreement the words in this column will change to "Accepted". Now click you student's name.

WeBSIS - Marshall CUSD C-2

Parent Lumen Access (Full Access) - My Students Summary Info

File   View   Search Clear Refresh Help ▾ Menu ▾

My Students Summary Info   0.019

Total:1   Add My Other Students (if any)

School   Lumen Student #   Student Name   User Information Access Agreement
1 South Elementary   Doe, Jane   Accepted

Recs: 25

6. When viewing your student's information use the scroll bar in the left portion of the screen to scroll down to see attendance and lunch information.

The **more button** will show the section's details in the right hand portion of the screen.

The **double up and down arrows** will minimize or maximize the current section.

Marshall Community Unit C-2

More button

Double up and down arrows   ⌃   more»

Cour   Course   Instructor

South Elementary

HR   2nd Grade, 400-25   Sco Sherri
                              Sco Sherri
*1   erri
Q1   *1   ed
     *1   fer
     *1
     *1
     *1   i

Move the scroll bar down to view attendance and lunch information

HR   erri
*   herri
*1   Reading, 402-25   Sco Sherri
Q2   *1   Art, 112-25   Gre n, Jared
   *1   Music, 114-25   Wood, Jennifer

To consolidate all your students onto one account:

If you have multiple students in the school district you can add all your students to one account so you can log in once and see all of their data. To do this click the **Add My Other Students** button.
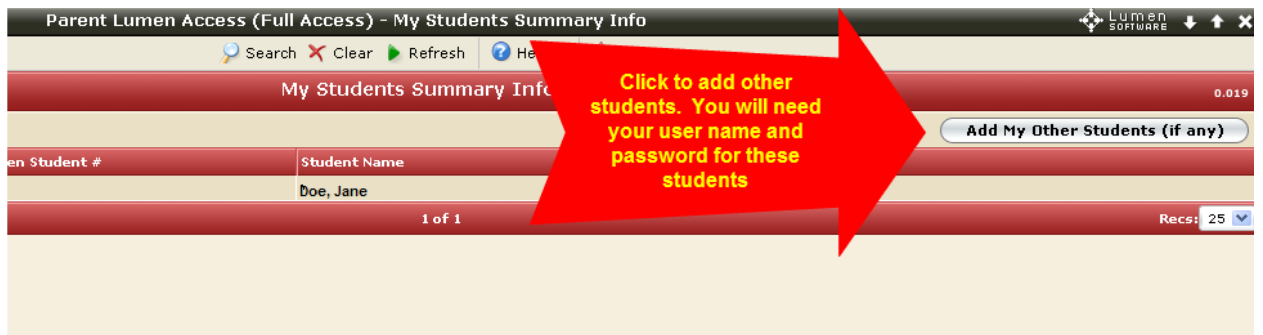
Fill in the Portal Student Id (in Section 2 of your portal information sheet) and the Parent access User ID and password from the **parent portal information sheet for the student you are adding.**
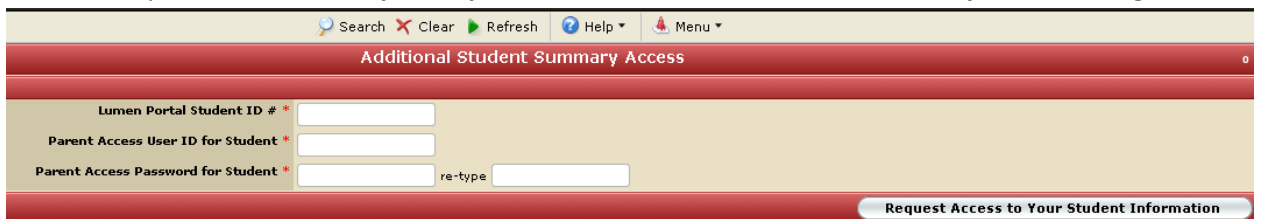
Log Off

Log off when you are finished by clicking The **EZStart** button in the lower left corner of your screen and choose **Log Out**