

<a href="#">PAM Login</a>	<a href="#">Overview</a>	<a href="#">FAQ</a>	<a href="#">PAM MANUAL</a>
---------------------------	--------------------------	---------------------	----------------------------

## Parent Assistant Module (PAM) Overview



Click on the image at right to Login to PAM

Parent Assistant allows parents and students confidential real time access to information concerning their children's academic progress at the Trumbull Career & Technical Center (TCTC) via any Internet access at work or at home. Parent Assistant uses a secure web access and only individuals with user accounts and passwords have access to the site.

### Key Benefits of Parent Assistant:

- Increased Home-School Communication
- Real-time Student Progress Reporting (Seven days a week, 24 hours a day)
- Increased Parent Involvement
- Universal and Secure Data Access
- Parent Access Without High Administrative Overhead

Parents/guardians of full and part time students attending TCTC will be mailed a unique **User Name** and **Password** for accessing their child's information. The eSIS server and school web site provide the needed security between the viewer and the confidential teacher records. Individual student information can only go to the person holding that students unique **User Name** and **Password**.

**Note: TCTC shares access to the PAM module with your home school district therefore, some functions in PAM may not be available or active to you due individual home school district policies.**

Click on the image below to access the logon screen.



### Login

LOGIN DETAILS	
Username:	<input type="text"/>
Password:	<input type="password"/>
Language:	<input checked="" type="radio"/> English <input type="radio"/> Spanish <input type="radio"/> French
<input type="button" value="Login"/>	

## Frequently Asked Questions



### What will I be able to see and do in the PAM program?

Under **Current Activity**, you will be able to view your child's attendance.

Under **Academic Progress**, you will be able to view your child's assignments, current progress, and his/her marks/grades.

Under **Messages**, you will be able to view any teacher or school email correspondence.

Under **Miscellaneous**, you will be able to view a listing of non-school days and your child's schedule.

**IMPORTANT NOTE:** To see the current average for a class, you must select the class and the marking period, and click on details. The average shown when you first click Academic Progress is a running total of all scores for the year.

### How do I use the PAM program?

Please note that when you log onto PAM, the grade that you see at first is the current average for the class for the entire year to date. (*It is **not** the grade for only the current 9 weeks.*) In order to see the current grade period average, you will need to do the following:

- 1) Under the Academic Progress menu at the top of the screen, select Current Progress.
- 2) Next, click on the Details button of that class in question and a new window will appear.
- 3) In the *Reporting Term drop down menu*, select the current term or marking period (MP). (The initials, *Int* stands for interim report)

- MP1 = 1st marking period
- MP2 = 2nd marking period
- MP3 = 3rd marking period
- MP4 = 4th marking period

Finally, click the **Display** button.

### How do I see only the current nine weeks average of my child in his/her subjects?

Follow the same procedures shown above. The current grade period average will be displayed in the bottom left corner of the screen.

### What if I forget my password?

Providing that you have not changed your password (see next question), contact the school to find out what your default password is. **Please note, for your protection, PAM passwords cannot be given out until your identity has been adequately established by the TCTC or your home high school.**

### **Can I change my password?**

Yes, you can. However, it is recommended that you don't. The default passwords that have been generated meet the compliance requirements of the [National Bureau of Standards and Technology](#). If you forget that password, you can contact the school and you will be told what that password is. However, when the password is changed by the user, the district has no way of recovering altered passwords. Your only option at that point is to contact the school, who in turn, must have a new password generated for you. This process may take several days.

### **What do I do if I notice that some of my child's demographic information is incorrect?**

If you notice an incorrect demographic entry, make that change on the screen and then hit the **Submit Change Request** button at the bottom of the screen. *(Please be aware that the 'Submit Change Request' button does **NOT** actually change any data on the screen, instead it simply sends a request to your home high school (not TCTC), indicating that you have asked for a change on your child's record. Only your **home district school** can make the actual change in student information. Also, please note that the school also reserves the legal right not to make proposed changes submitted by any PAM user.)* But overall, we know that most of the requests will be valid, and we appreciate your cooperation in helping to keep our records up-to-date. So, if you have requested a change and it has not been corrected after a week or two, contact your home high school directly.

### **Can students view their own grades through PAM?**

Yes. Students attending TCTC will be given their own, confidential, user name and password to access their grades. They should not share this account information with anyone at any time.

### **Whom do I contact if I have further questions about PAM?**

If you have questions regarding specific data about your child's academic progress, attendance, etc, contact the class teacher. For questions regarding your user account or other technical questions about the PAM system contact the Technology/EMIS Supervisor, Debbie Williams ([debbie.williams@neomin.org](mailto:debbie.williams@neomin.org)).