Getting started in

**How to login:**

1. Open an internet browser – recommended Firefox or Chrome.
2. Type [jupited.com](http://jupited.com) into the search bar.
   a. Screen will look like this:
      i. Select [Student](http://student) in the top right corner.
3. Your screen will now look like:
   a. If you are logging in as a parent, please make sure “parent” is highlighted.
   b. If you are logging in as a student, please make sure “student” is highlighted.
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4. To log in: If you have multiple children, you need to log into each child’s accounts to see their grades.
   a. Username (even for the parents) is always your child’s name: First Name Last Name (space in between first and last name).
   b. If you’ve not been in Jupiter yet, you have a preset password.
      i. Sent home with printed distance learning paper packets in March.
      ii. If you do not have this, please feel free to contact your schools Assistant Principal (Mrs. Miracle, Mrs. Szilagyi, Mrs. Iworisha) or Principal (Mr. Hallowell, Ms. Maimone, Mrs. Kruger) and they can provide your password for you.
   c. During your first log-in you will also be prompted to enter the school name, city, and state.
      i. School Name: Lakeshore Intergenerational School, Near West Intergenerational School, The Intergenerational School
      ii. City: Cleveland
      iii. State: Ohio
   d. Once you log in it will prompt you to select a new password.

Getting Started & Set Up:

1. After you’re officially logged in, it will prompt you to set up your personal settings.
   a. Personal information: how you will receive Jupiter alerts and messages.
      i. Please enter and verify your contact information.
      1. Items that we encourage you to enter: Your Name, Relation to student, Email, and phone number.
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b. Notification Settings: what kind of information you want to receive and how often you want it.

[Image: Notification Settings diagram]

i. Categories of message you can receive: Emergency Alerts from the school, Messages from the school, Group Discussions, Behavior Alerts, Grades.

2. Check the boxes for how you would like to receive these alerts.
   a. Web message means that you need to log into your Jupiter account to see this information.
   b. Email will send the alerts to your email account.
   c. Text Message will send the alerts to your phone.

3. For Grades you have a few options for how you want these reported to you.
   a. You can select a day of the week to receive an update or you can have grades sent daily.
   b. You can select to only have missing work alerts sent to you. Select “if missing assignments”
   c. You can select to only have courses with a failing grade sent to you. Select “if total is N”
   d. You can select to have all grades sent to you. Select “always”
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**Other Jupiter Features:**

1. When you log in, the screen you will see will look like:

   ![Jupiter Ed Screen](image)

   a. i. This screen is a quick snapshot of your child’s overall grades per course.
   
   ii. If you would like to see more details about a class (individual assignments or teacher comments on assignments), click on the class.

   1. This will provide each assignment for that class. It will include the points earn as well as any comments about the assignment from the teacher.

   ![Assignment Scores](image)

2. Sample:
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**Other Helpful Tips:**

1. If you would like an online tour of Jupiter, please select “video tour” from the taskbar on the left side of your screen.

2. If you would like to review your child’s behavior log, please click on “Behavior Log” on the taskbar on the left side of your screen.

3. To see messages from your child’s teacher or the Principal/Admin, please select “Messages” from the sidebar on the left side of your screen.
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a.

b. If you need help, or would like to connect with a teacher/staff member:
   i. Select “New Message”
   1. 
   ii. You can click the arrow and a drop down of every staff member that works with your child will be listed.
   1. 
   2. Select the individual(s) that you would like to message.
   3. Type out your message and click send

a.