



# DoDEA SIS Family Portal – Parent Tip Sheet

## Accessing the DSIS Family Portal

The DoDEA Student Information System (DSIS) Family Portal can be accessed at <https://dodeasis.myfollett.com/>. To access Family Portal, you will enter your Login ID and Password in the appropriate boxes.

Your Login ID is the primary email address on file. If you do not remember which email you provided, please contact your student's school.

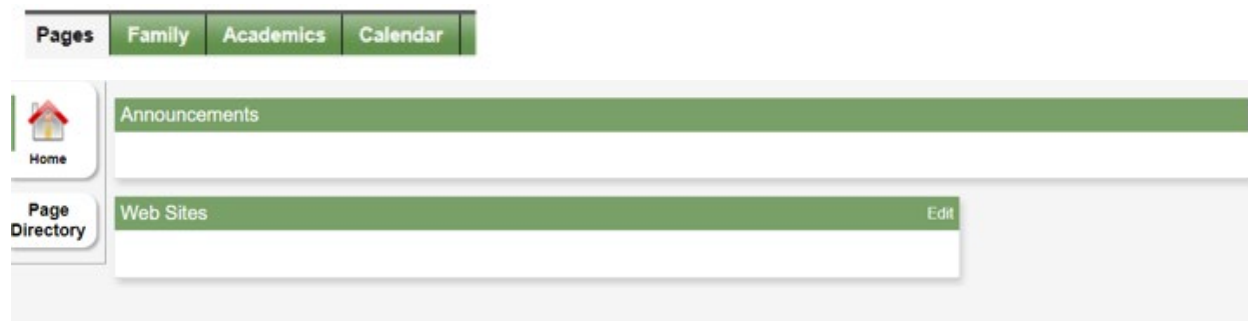
A screenshot of the DoDEA Aspen Family Portal login page. The page has a light gray background. At the top, it says 'DoDEA Aspen'. Below that is a section for 'Family Portal Login ID' with a text input field and a blue link 'Request an account'. The next section is 'Family Portal Password' with another text input field, a blue link 'Trouble logging in?', and another blue link 'I forgot my password'. Below the password field is a 'Log On' button with a right-pointing arrow. Underneath is a section titled 'Log In with Another Provider'. It includes a 'Select an Organization' dropdown menu with 'DoDEA Aspen' selected, a 'Sign in' button, and a 'Select an Identity Provider' dropdown menu with 'Student Sign In' selected. At the bottom, there is a small text box with a scroll bar containing the text: 'This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.'

Enter your Login ID (primary email address)

Enter Portal Password.

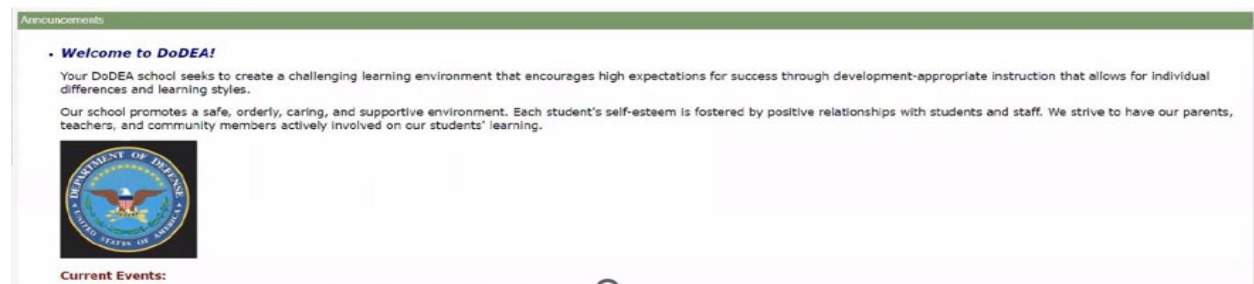
## DSIS Family Portal: Pages Top Tab

When you initially log into Family Portal, you will land on the homepage. Here, you might see school information such as announcements and school events. You will also see information about your student(s) assignments, as well as recent activity in portal (attendance, grades posted, etc.). Finally, as needed, you can register new students in DoDEA using by initiating a New Student Registration workflow in the “New Student Registration” widget.



### Announcements

Families can access information about class-, school-, and district-wide news and events through the Announcements widget on the home screen.



### To Do

The **ToDo widget** lists your student's overdue assignments as well as those that are due **today and tomorrow**. You can click the checkmark boxes to display the assignments all at once or by due date. You can also click an assignment name to see its details or any resources the teacher

attached from the To Do widget.

The 'To Do' widget has a green header. Below the header are three filter buttons: 'Overdue Online Assignments' (checked), 'Tomorrow' (checked), and 'Today' (checked) with a 'Week View' link. The widget is divided into three sections: 'Overdue Online Assignments', 'Today: Wednesday, October 26', and 'Tomorrow: Thursday, October 27'. Each section has a table with columns for Course, Assignment, Category, and Due/Completed. All sections show 'No assignments scheduled.'

Overdue Online Assignments			
Course	Assignment	Category	Due
No assignments scheduled.			

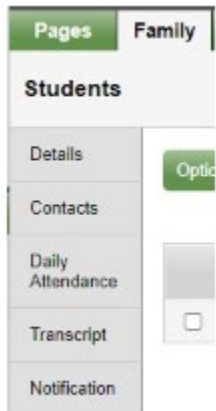
Today: Wednesday, October 26			
Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Thursday, October 27			
Course	Assignment	Category	Completed
No assignments scheduled.			

## DSIS Family Portal: Family Top Tab

From the “Family” top tab, you can access details about your DoDEA student(s), as well as review the contact information you have on file, student daily attendance information, transcript records and sign up for automated notifications about your student's attendance and grades.



### Details


The Details side tab provides you with demographic and communication information for your DoDEA student(s).

### Contacts

The Contacts side tab includes details about each student's primary and emergency contacts. If this information needs to be updated, please contact the registrar at your student's school.

## Daily Attendance

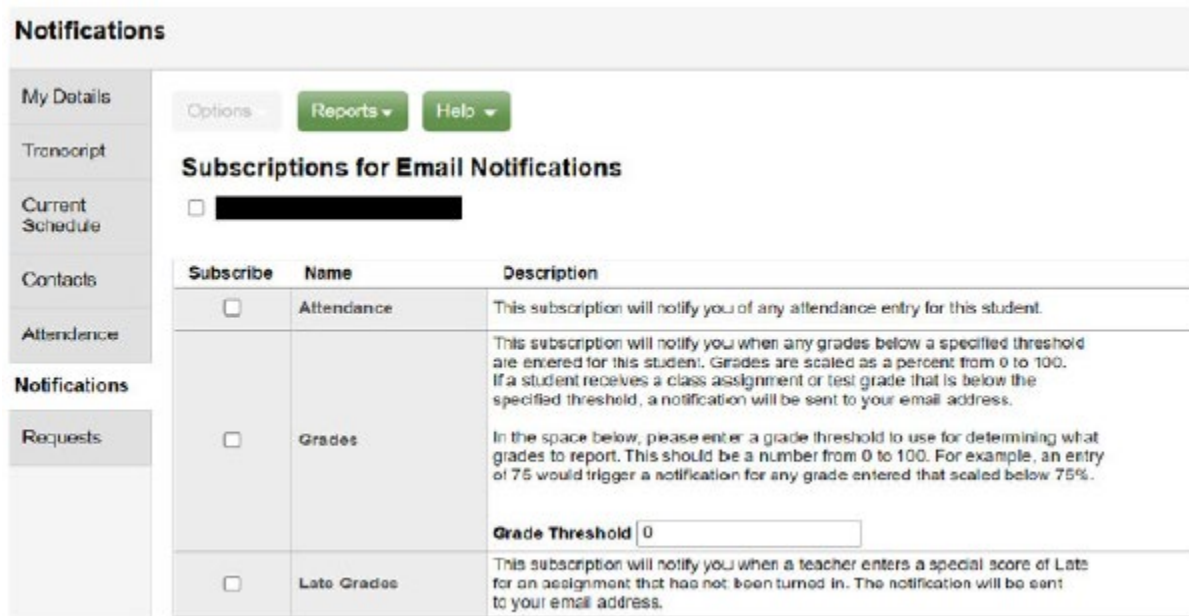
The Attendance Tab shows your student's daily school and class attendance . You can select a specific date by using the search menu.

You can also manage your what records are displayed in the Daily Attendance view by clicking on the funnel icon:  .



## Notifications

On the Notification side tab, you can sign up for automated email notifications about your student's attendance and grades.



**Help** ▼

At the top of each page is a Help button. When you click on that button, you will have access to Help Center resources.

## Academics Top Tab



When you click on Academics at the top, you will initially see details about the classes in which your student is enrolled. The grid you will see includes class name, length of class (semester or year), teacher name and email, as well as term performance and attendance information for the classes. When you click on a class name from this grid, you will be able to see more detailed information about grades and attendance for that class.

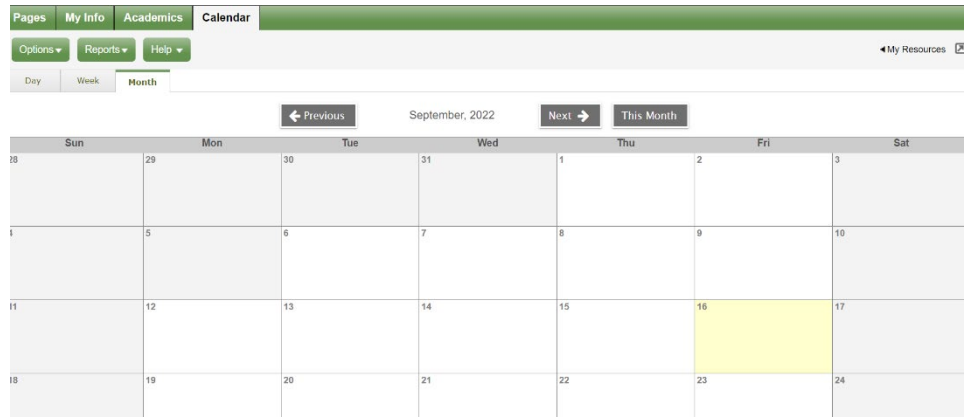
*Example Class details grid:*

<input type="checkbox"/>	Description	Term	Teacher	Primary Staff > Email1	Classrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	Art 5	YR					0	0	0
<input type="checkbox"/>	Elementary School Student Comment	YR					0	0	0
<input type="checkbox"/>	Health Ed 5	YR					0	0	0
<input type="checkbox"/>	Intercultural Ed 5	YR					0	0	0
<input type="checkbox"/>	Int Lang Arts-Reed 5	YR					0	0	0
<input type="checkbox"/>	Learning Skills 5	YR					0	0	0
<input type="checkbox"/>	Mathematics 5	YR					0	0	0
<input type="checkbox"/>	Music 5	YR					0	0	0
<input type="checkbox"/>	Physical Ed 5	YR					0	0	0
<input type="checkbox"/>	Science 5	YR					0	0	0
<input type="checkbox"/>	Social Studies 5	YR					0	0	0

Use the side-tab menus on the left to see **details**, **assignments**, and **attendance** for your student's classes.

## Calendar

The Calendar top tab is your online student agenda. It will show you the school calendar and you may select either day, week, or month view. Here you can see assignments for all of your student's classes.



## My Resources

Click on My Resources to see folders with files and links available for your student's classes. For example, the math teacher might post notes for a homework assignment and those would be available from the My Resources menu.

**Pages**

Home

Page Directory

**Announcements**

- **Current DoDEA Student Re-Registration is now open!**  
To begin re-registering your student for the upcoming school year, please click the "Initiate" button in the "Student

**Welcome to the DoDEA Family Portal!**  
The Family Portal allows you to keep up with progress in school - including grades, assignments, attendance, and **NOTE:** Academic information for Pre-kindergarten and Sure Start students does not display in the family portal.

**To add your student(s) to the Family Portal:**  
If you do not see your student(s), you will need to verify them using the student verification widget. Enter first name

**To register your student:**  
To begin registering a new student or to register your student for a DoDEA school after you move to a new location, click the banner below.

For more information about the DSIS Family Portal, please visit our DSIS webpage at <https://www.dodea.edu/DS>

**Student Verification**

I would like to view my student's portal information.

Verify student information:

First Name \*

Date of birth \*  Age

Submit

Enter student's **FIRST** name

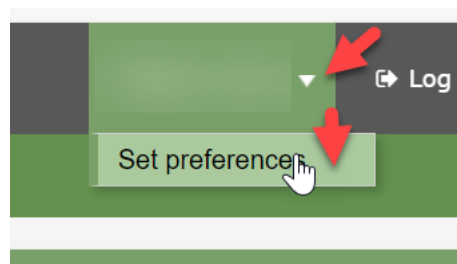
Enter student's birthdate in the form of mm/dd/yyyy

**Current Re-Reg**

## Current Student Re-registration

### How to Set Your Security Question/Answer

- 1) Log into Aspen at <https://dodeasis.myfollett.com/>
- 2) Click on the down arrow next to the user's name



- 3) Make sure that your email address is correct, select your security question, and enter in your answer twice.

The screenshot shows a web browser window with the URL `https://dodeasistrain.myfollett.com/aspn/userPreferences.do`. The page has three tabs: "General", "Security", and "Communication", with "Security" selected. On the left is a sidebar menu with options: "Primary email", "Alternate email", "Google Docs email", "Security question", "Security answer", "Confirm answer", and "Family Portal Password". The main content area contains:

- "Primary email": A text input field with a red arrow pointing to it.
- "Alternate email": A text input field.
- "Google Docs email": A button labeled "Add Google Access".
- "Security question": A dropdown menu with the selected option "What are the last 4 digits of your SSN?" and a red arrow pointing to it.
- "Security answer": A masked text input field (dots).
- "Confirm answer": A masked text input field (dots).
- "Family Portal Password": A blue "Change" link.

At the bottom of the form are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon).

- 4) Click OK.