

# Parent



Comprehensive School Dismissal Platform



## Quick User Guide

Modified for St. Peter Claver Catholic School

Version 1.7

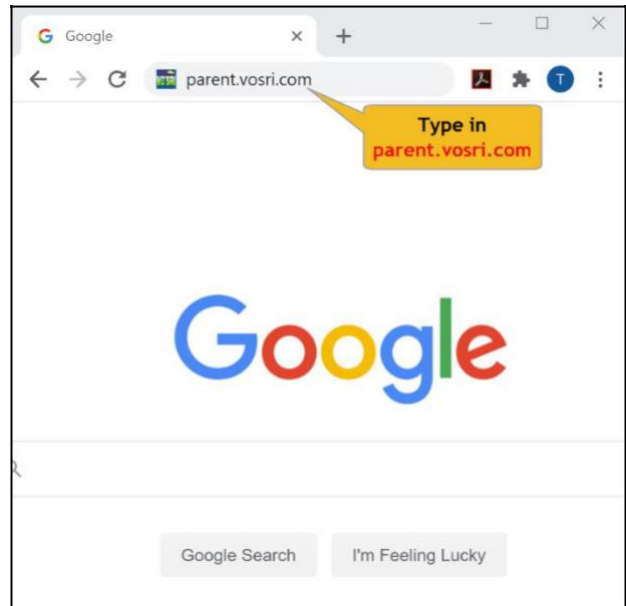
## Table of Contents

<b>1. HOW TO ACCESS PARENT VOSRI'S WEB APPLICATION:</b>	<b>3</b>
<b>2. HOW TO CREATE "PARENT VOSRI" SHORTCUT FOR EASY ACCESS:</b>	<b>4</b>
<b>3. HOW TO GET YOUR PASSWORD FOR THE FIRST TIME OR TO RESET YOUR PASSWORD:</b>	<b>5</b>
<b>4. HOW TO LOG-IN TO PARENT VOSRI'S WEB APPLICATION:</b>	<b>7</b>
<b>5. REQUEST ABSENCE:</b>	<b>8</b>
<b>6. PARENT VOSRI'S SUPPORT:</b>	<b>8</b>

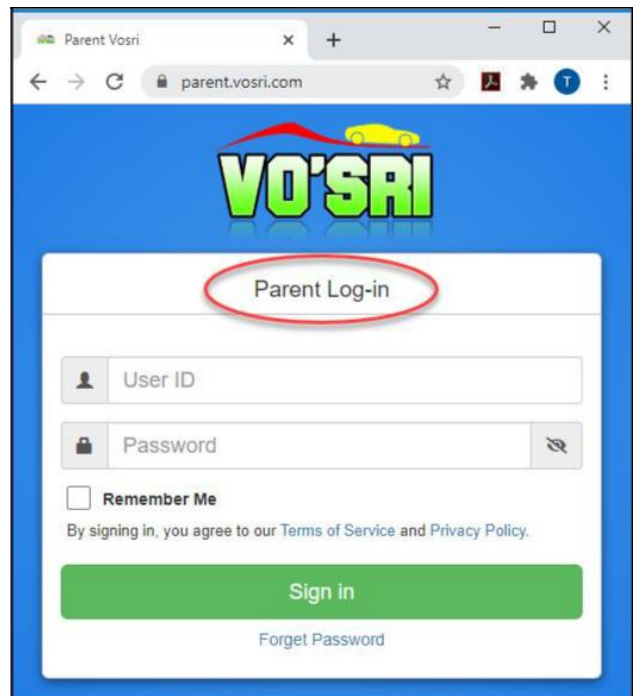
The “Parent VOSRI” application was introduced to assist parents/guardians in managing their children’s dismissal. It makes dismissal easier, safer, and more efficient. Parent can use the self check-in to pick up a child before dismissal and can report absences. It works in conjunction with VOSRI – School Dismissal Platform that is currently implemented at SPC.

## 1. How to access PARENT VOSRI’s web application:

- a. Open Google Chrome or Safari web browser and type in: [parent.vosri.com](http://parent.vosri.com)



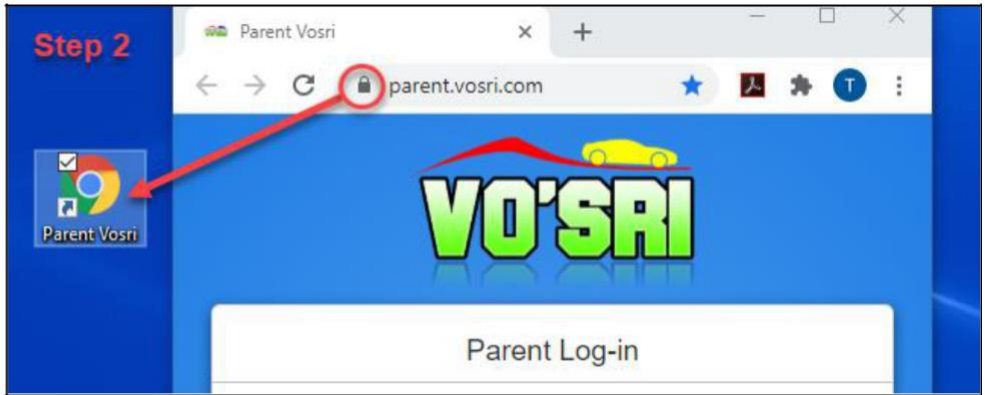
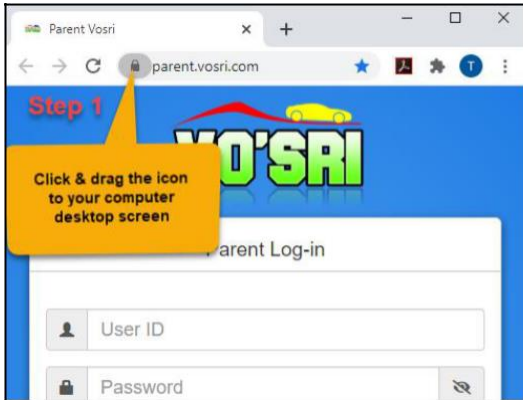
- b. Now you should see VO’SRI Parent Log-in screen.



## 2. How to create “Parent VOSRI” shortcut for easy access:

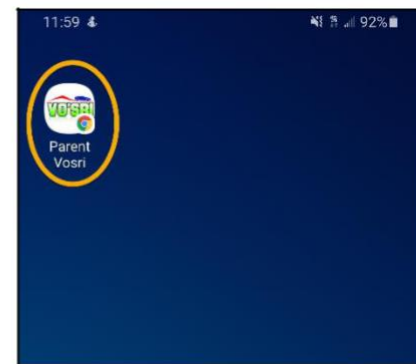
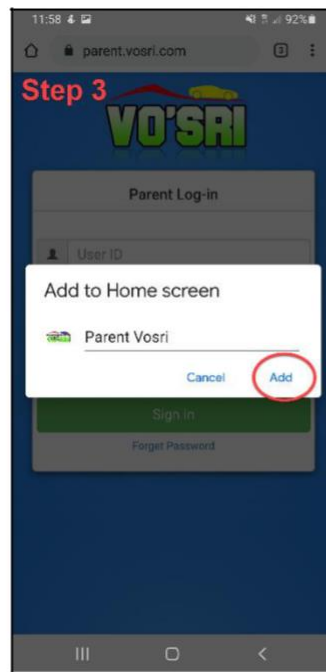
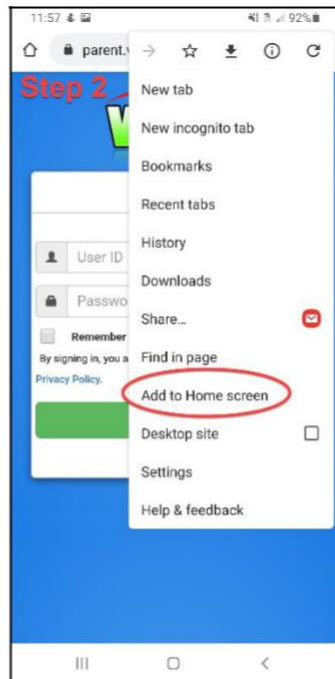
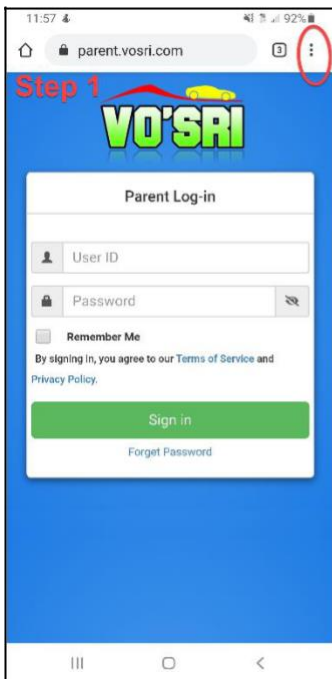
### a. For laptop or desktop computer:

1. Open **Chrome** and type in “parent.vosri.com”
2. Click and drag the “lock” icon to your desktop screen, so next time you just need to click on the “Parent VOSRI” icon to open it.



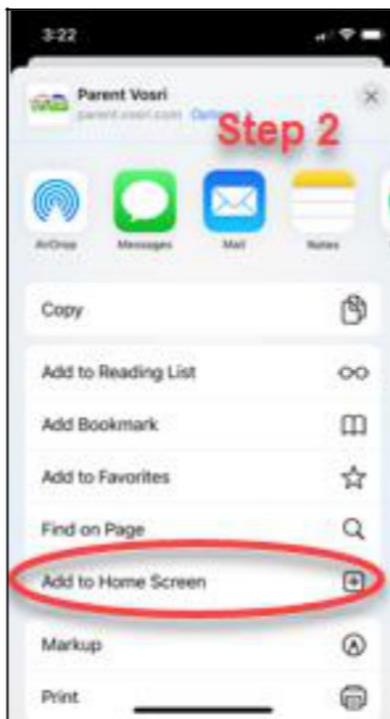
### b. For Android phone or tablet:

1. Open **Chrome** and type in “parent.vosri.com”
2. Click on **⋮** icon, select “Add to Home screen”, click “Add”, then you will see the “Parent VOSRI” icon on your home screen.



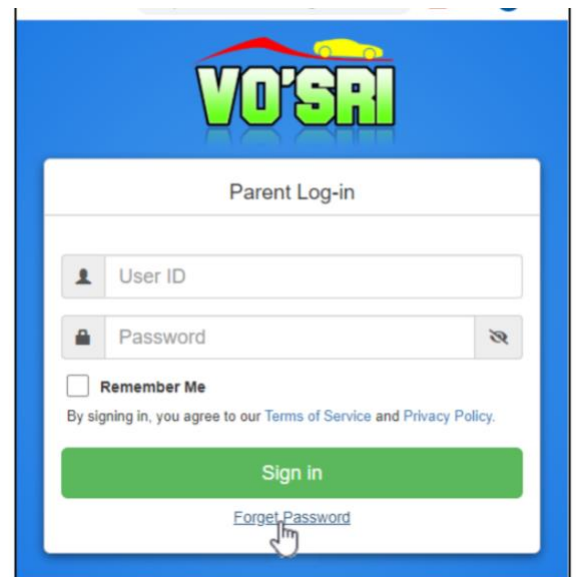
c. **For iPhone or iPad:**

1. Open **Safari** and type in **“parent.vosri.com”**
2. Tap the icon from the bottom screen, select **“Add to Home screen”**, then you will see the “Parent VOSRI” icon added to your home screen.

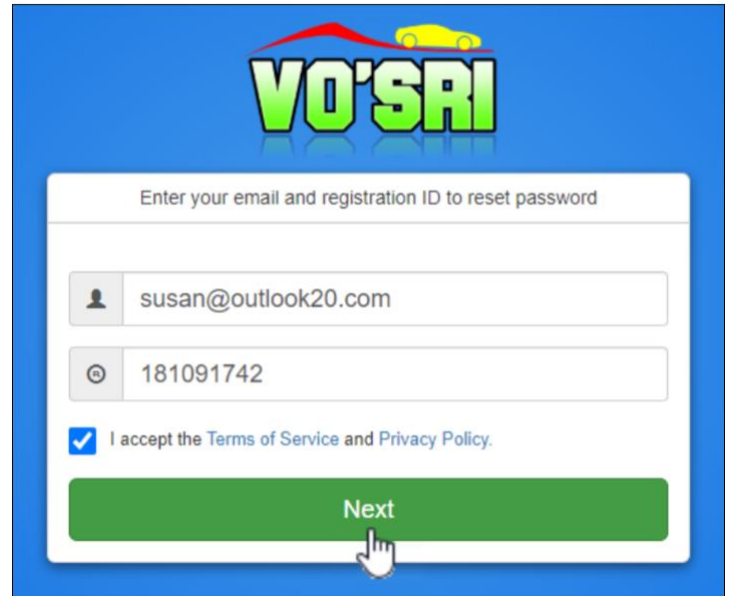


**3. How to get your password for the first time or to reset your password:**

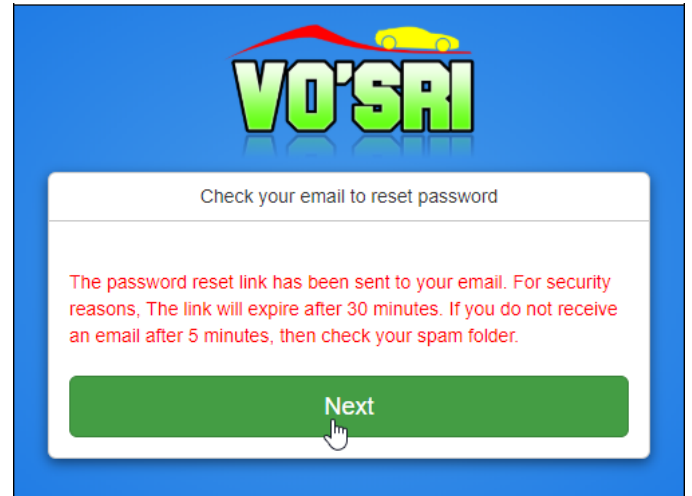
- a. **For the first time** or every time you forget your password, just click on **“Forget Password”** link which is below the “Sign In” button.



- b. **The registration ID can be found from the email sent to you by VOSRI, titled "School Dismissal E-card."** This will allow you to log-in for the first time or every time you need to reset your password. Put in your email, registration ID and click "Next" to have the password link sent to you. If you can't locate the registration ID, contact Janet Blackburn at jblackburn@spccs.org.
- c.



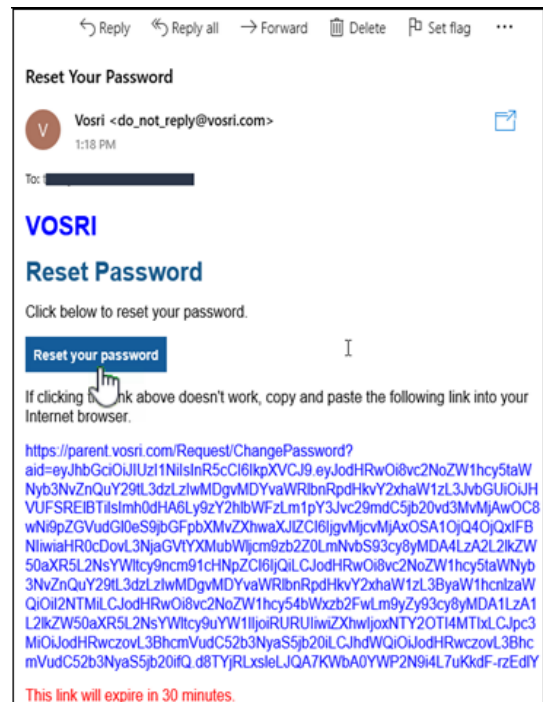
- c. You can check your mailbox now for the "Reset Password" email. For security reasons, the link will expire in 30 minutes.
  - (Note: you should get the reset password email fairly quickly, within 10-15 seconds, so please check your mail SPAM or junk folder if you do not receive it.)



- d. When you check your email, you should find an email similar to this one here. Open up the email and click on **"Reset your password"** button. It will take you to the reset screen to reset your password.
- e. Type in your new password & re-enter it to confirm that they are matched. Click **"Change Password"** button.

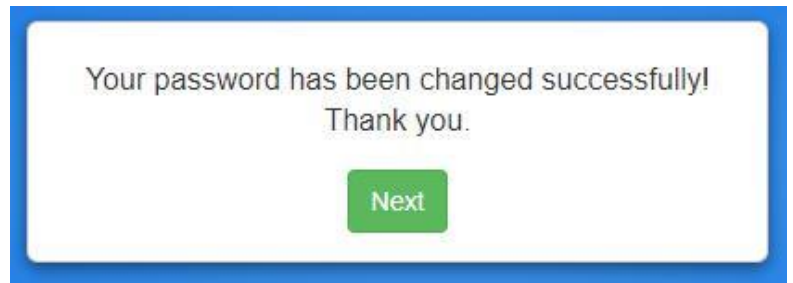
**Password requirement:**

- ✓ At least 8 characters
- ✓ One (1) uppercase letter
- ✓ One (1) lowercase letter
- ✓ One (1) number
- ✓ One (1) special character



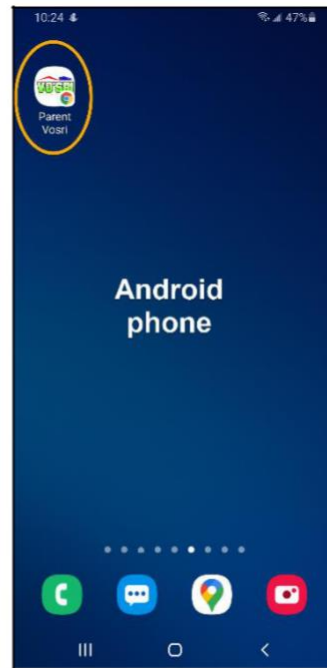
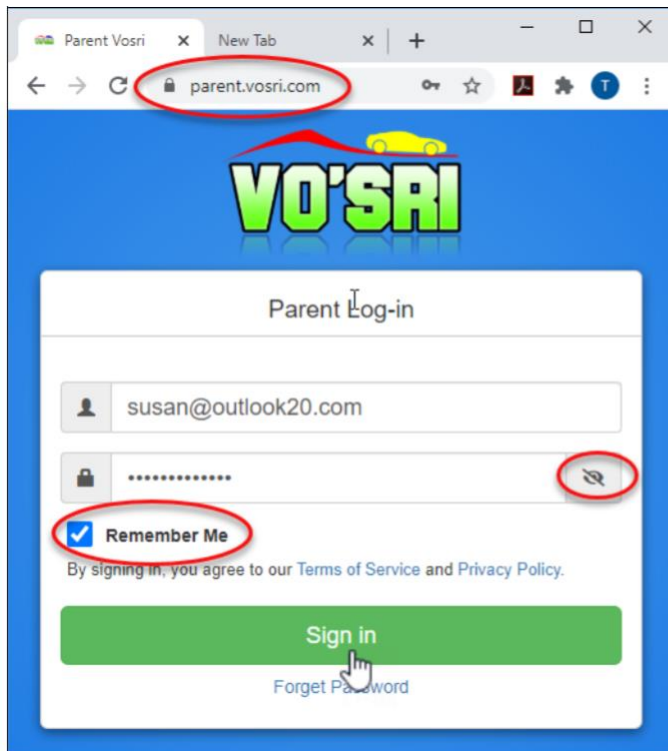
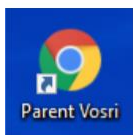


- f. A screen opens up with “Your password has been changed successfully” message. Then click “Next” to take you to Parent VOSRI’s login screen.



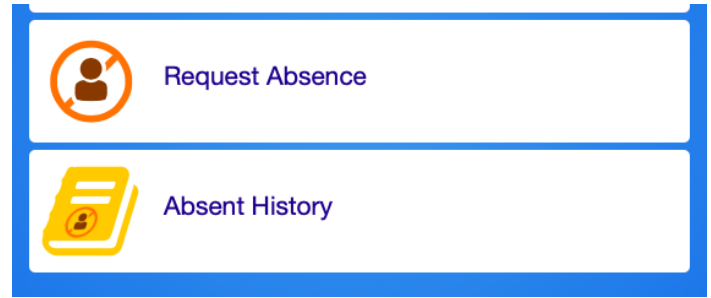
#### 4. How to log-in Parent VOSRI’s web application:

Click/tap on the **Parent VOSRI** icon that you have created on your home screen from your laptop or desktop computer or from **Chrome or Safari** web browser to log-in Parent VOSRI.



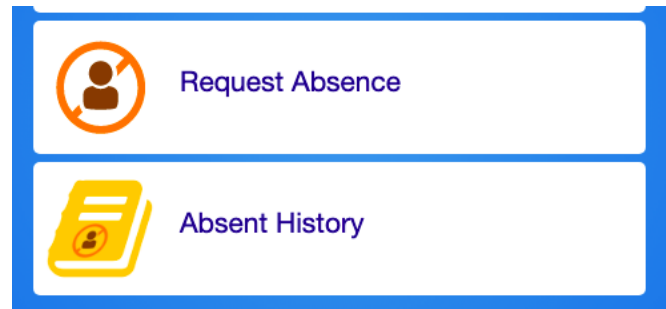
- Put in your email & password.
- If you like, you can check “Remember Me” checkbox if **you are logging in from your own personal device**, so next time it will automatically log you in. Toggle the show/hide password if needed. **DO NOT DO THIS FROM A PUBLIC DEVICE.**
- Click **“Sign in”**.

- Here is what you will see after logging in.



## 5. Request Absence:

- SPC families can report a student absence through the VOSRI system.
- Click on Request Absence



- This screen will appear.
- Click on Request Absence to report your child/ren's absence. For SPC students, absences can only be reported on the day of the absence.



Request	Name
<a href="#">Request Absence</a>	John Doe

Click on "Request Absence" button to request your child's absence for today or any future date.

## 6. Parent VOSRI's Support:

If you have any questions, suggestions, announcements or advertising needs, please email us at [support@vosri.com](mailto:support@vosri.com).