Illuminate Home Connection
Step-by-Step Parent Portal Registration Guide

1. Open an Internet browser (Internet Explorer is not recommended).
2. Go to www.illuminatehc.com/bossier
3. Click “Click here to register”
4. Enter the information provided to you on the Parent Registration Letter from your school.
   *If you have multiple children in different schools, you’ll only register one time (If you do not see all of your children once you login, please contact the school office of the child missing from your list).
4. Enter the required information to create an account to use when logging into the Home Connection Portal.
5. Complete the wizard and you are registered! Wait and you’ll be taken straight to the portal.
Parents with multiple children

At the right is the dropdown to change from one child to another if you have multiple children enrolled in Bossier Schools.

*If you do not see all of your children once you login, please contact the school office of the child missing from your list.

Quick links to access information are located at the right and also in the center of the screen.

**Academic Report** – Overall class averages displayed in graphical form

![Academic Report Graph](image1.png)

**Gradebook Summary** – Grade, Assignment, and Attendance Summary by class

Click on a gradebook to view details and class information.

![Gradebook Summary](image2.png)
**Additional Information**

Click the arrows to view additional information (Current and past schedule, Assessments, etc....more to come in the future)

**Tabs across top**

**Class View Tab** – Click on a class to view assignment list, class announcements, etc.

**Messages tab** – Click on this tab to send a message to your child’s teacher(s).

**Notifications** – Click “Notification” to setup rules for being notified by email about changes in your child’s academic progress

Click the **Create Rule** tab and add as many rules as you wish...keep in mind that you will receive an email each time the criteria you set within the rule is met.
After adding rules, they will display on the screen. At the time a criteria is met, you will receive an email notification.

Here’s an example of an email notification:

From: Illuminate Communications [mailto:no-reply@illuminated.com]
Sent: Wednesday, August 27, 2014 11:09 AM
To: [email]
Subject: [email]’s grade in [email]’s class has changed.

[Email body text]

For more information about this student such as grades and attendance, visit the parent portal.

unsubscribe