

## SchoolView Registration Directions

SchoolView Access Key

### Step 1.

Pick up SchoolView Access Key for your student(s) at your student's school

Parent Name:

District Number: 0621 Mounds View ISD # 621

Access Key:

To register for SchoolView, if you have not already registered, type the following in your Web browser's address or location box:

[http://asp.ties.k12.mn.us/schoolview/sv\\_login.asp](http://asp.ties.k12.mn.us/schoolview/sv_login.asp)

### Step 2.

Logon to SchoolView by going to: [www.moundsvIEWSchools.org](http://www.moundsvIEWSchools.org) , then select Quick Links, then SchoolView Login



### Step 3.

If you have not registered for a SchoolView account before, click on **“I haven’t Registered Yet”**. If you already have a SchoolView Username and Password, Click Login.

**Step 4.** Enter 0621 for the four digit district number, then enter your SchoolView Access Key (Exactly as it is printed, including upper and lower case letters and/or \* symbols)

### SchoolView Registration

Please fill out the following information to set up your SchoolView account.

District number:  4 digits

Your SchoolView access key:

4 characters      9 characters      1 character      2 characters

Note: Access keys do not contain embedded or leading spaces.

Once complete, click Continue.

**Step 5.** Complete the registration by creating a username (something you will remember), and creating and confirming a password. **(Please note the special requirements for User Names, and Passwords)** It is Recommended that you write down your Username in a secure location.

### SchoolView Registration

Please fill out the following information to set up your SchoolView account.

Preferred user name:

- Must be at least 6 characters long
- May not contain any spaces
- May not contain the '~' Tilde character

Password:  (Case sensitive)

Confirm password:

- Must be at least 08 characters long
- May not contain your name
- Must use Alpha Character in first position
- Must use Numeric Characters
- Must use UPPER and lower Case Characters
- Must use a Special Character:  
{ } \_ . ~ ! @ # \$ % ^ \* + = [ ] | ; < , > ? /
- May use only 04 repeating characters
- May match only 04 characters to previous passwords

To serve you better, we ask you to provide us with a single e-mail address that will be used only if you request help with your SchoolView account.

Self service e-mail address:  (Optional)

**Step 6.** After you choose a username and password, enter an email address that you would like to use if you request help with your SchoolView account.

**Step 7.** Complete the 3 security questions. These will be used in the future if you forget your password. (Correctly answering the security questions will enable you to reset your password) Once complete, Click Login to enter SchoolView.

To serve you better, we ask you to provide us with a single e-mail address that will be used only if you request help with your SchoolView account.

Self service e-mail address:  (Optional)

Confirm self service e-mail address:

Password hint: Please answer the following questions in case you forget your password.

Question #1:

Answer #1:

Question #2:

Answer #2:

Question #3:

Answer #3:

For assistance see contact information below

Schoolview contact for district 0621 Mounds View Public Schools

Schoolview Support

[schoolview@moundsviewschools.org](mailto:schoolview@moundsviewschools.org)