A guide to Inside Chapin, the parent Web portal

What is it?

A password-protected portion of the Chapin Web site where parents can find all information pertaining to school life. It is designed to be division-specific: the Lower, Middle and Upper schools each have their own sections of the portal. Within each division’s section are its policies, calendars and other relevant information.

How do I login?

By clicking the “Chapin Login” button at the top right of the www.chapin.edu home page and entering the login and password credentials that were sent to you in August. If you lost your password info, don’t worry: you can click on the “forgot password” link on the login page and a new password will be e-mailed to you.

Once I login, what do I see?

At the top of the page, you will see four colored buttons, which will take you to the Lower School, Middle School and Upper School Divisions, and My Calendar.

My Calendar is a calendar that you can customize to suit your needs, but before we go over how it works, you should know about your account. At the bottom of your screen, past the photo gallery and the All-School news feed, you should see your name in a blue bar. In this case, where Test1 is located.
By clicking on your name, you will open a window that allows you to change your password and subscribe to certain information that may be helpful to you, such as alerts or event reminders.

How do subscriptions work?

If you click on “subscriptions,” you will open a window that lists the categories of information you can subscribe to. You can choose to subscribe to categories by e-mail or text message. The first step to subscribing is to enter your e-mail and/or phone number in the “Available Delivery Locations” at the top of the window:

The next step is to decide which information to subscribe to.

For example, in the above picture, the test user has decided to receive a notification about the All-School News by e-mail and the PA meeting minutes by e-mail and text message, indicated by the red box appearing next to them. He subscribed to them by clicking on the “settings” button at right and checking the appropriate boxes in the settings field.

Please note that subscribing to an information category means that every time something is added to that category, you will receive a notification about it. We advise you to subscribe only to the information that you are absolutely sure you need.

Chapin also bears no responsibility for any text-messaging charges incurred by alert subscriptions.
What about My Calendar?

Working with My Calendar is easy. First, click on My Calendar. You will now see a full calendar on your screen. At the top right of your screen, you will see a row of buttons:

By clicking on the button with the check mark, 2 to the right of the Alerts button, you will open a window that lists all of the categories in which events appear:

Simply check or uncheck the calendar boxes that you would like to see, then click “Update View.” Please note that when you click “Update View,” you are saving those
calendar changes to your account. For example, if you unchecked “College,” you will not see “College” calendar events the next time you log in. If you later decide that you need to see “College” events, you will need to re-open the “Customize Your Calendar” window and re-check the box.

Please note that the item listed as “ChapinChart” lists all of the letter days for the school year. We advise you to always leave that box checked.

**What else can I do with My Calendar?**

You can subscribe to calendar alerts—cancellations, postponements and changes—by clicking on the “Alerts” button. In addition, if you click on any calendar event with a bell icon beside it, you can subscribe to an event reminder for that individual event. The image below shows what those bells look like:

![Calendar Alerts Example](image)

The buttons at the top of the calendar also allow you to export your calendar to iCal or an RSS feed, or to search the calendar.

**What else do I see in the parents portal?**

You will see, on the left-hand side of the screen, a listing of links that you can explore, including access to the lunch menu, resources, Parents’ Association information and more. Updated news and photo galleries are also provided.

**Why do I need to go to the division sections?**

Because that is where you will find information specific to each division, including a “What you need to know” section. In that section each week will be timely information, including upcoming events and required forms. In addition, each division contains class folders, in which you will find further information as it pertains to each class level. Class lists can be found in the folders.