ClearTrack 200 and RTI Edge
Parent Portal
Help Documentation

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Parent Access and View

Prior to accessing the Parent Portal to view documents relating to your student's Academic Intervention Services (AIS), Response to Intervention Services (RTI) or Special Education Services, an invitation e-mail from the district is required.

If you have not received an invitation to access your student documents, please contact your district or student's teacher.

Once an e-mail invitation is received with a secure link and temporary access code. The e-mail will look similar to this:
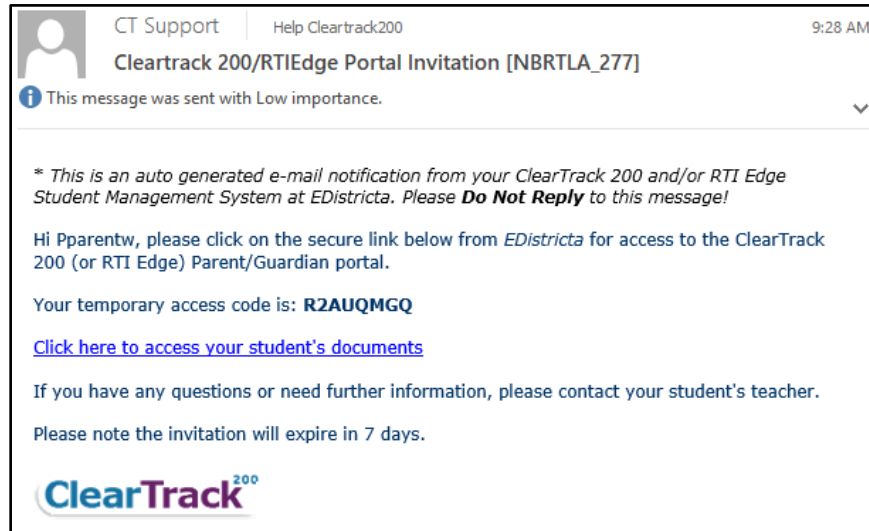
- **Click** the link: Click here to access your student's documents.

The initial invite link will bring you to a Portal Welcome page:

- Enter your **e-mail address** and **temporary access code**. Note: the temporary access will expire after 7 days. If you do not initially login before the expiry time, a new invite e-mail will be needed.
- Contact your district.

ACCEPT PORTAL INVITATION
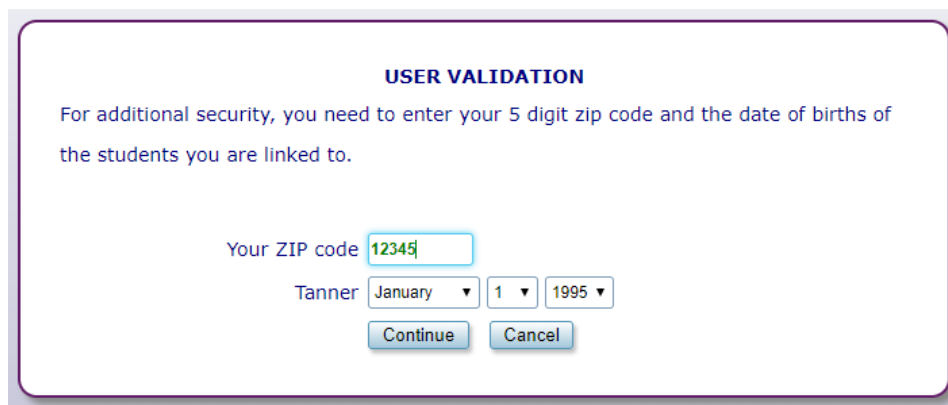Welcome to the ClearTrack 200/RTIEdge Parent Portal. Please enter your e-mail address and the access code you received and click Continue to proceed:

Your E-Mail address [   ]
Access code [   ]
[Continue] [Cancel]

A screen displays to validate your access:

- Enter your **5 digit zip code**.
- Enter the **date of birth** for each of **your students**.
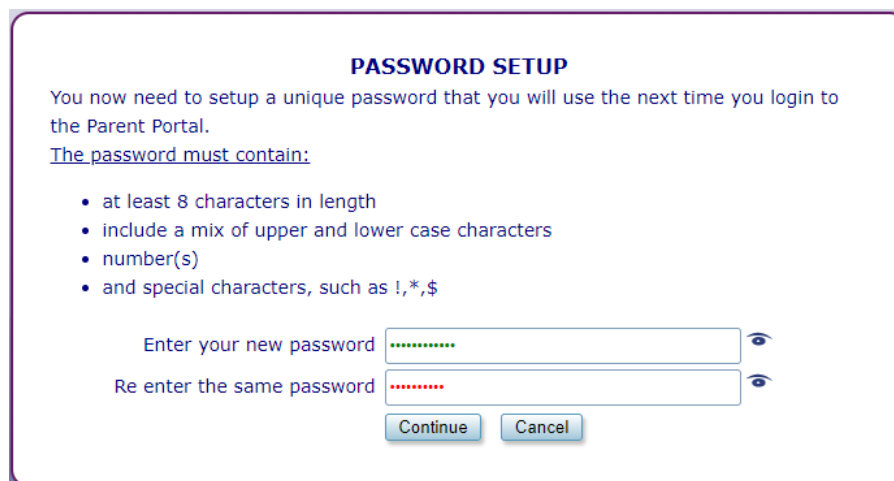
USER VALIDATION
For additional security, you need to enter your 5 digit zip code and the date of births of the students you are linked to.

Your ZIP code [12345]
Tanner [January ▼] [1 ▼] [1995 ▼]
[Continue] [Cancel]

- **Create your password**. Note, the required characters for the password. The password will turn green when all required characters have been entered.
- **Reenter** the password just created.
- Click the **Continue** button.

PASSWORD SETUP
You now need to setup a unique password that you will use the next time you login to the Parent Portal.
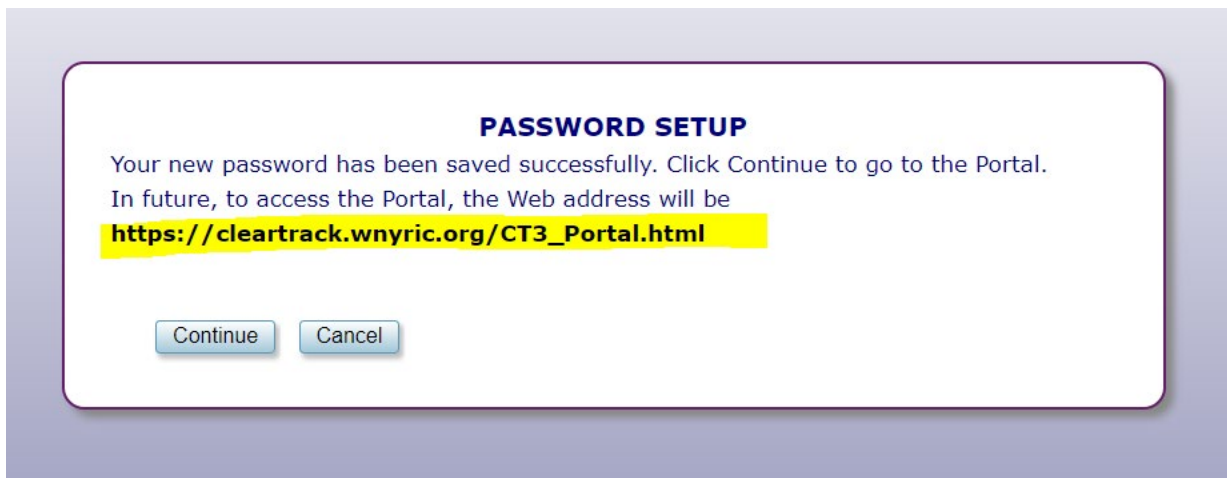The password must contain:

- at least 8 characters in length
- include a mix of upper and lower case characters
- number(s)
- and special characters, such as !,*,$

Enter your new password [•••••••••••] 👁
Re enter the same password [•••••••••] 👁
[Continue] [Cancel]

A screen displays indicating the password has been successfully setup.

- Click the **Continue** button.

PASSWORD SETUP

Your new password has been saved successfully. Click Continue to go to the Portal.
In future, to access the Portal, the Web address will be
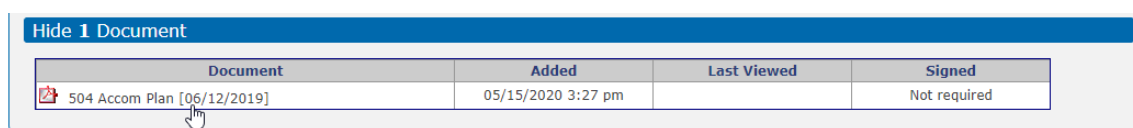https://cleartrack.wnyric.org/CT3_Portal.html

[Continue] [Cancel]

You are now logged into the parent portal. From this view, you are able to see each of your students and any relevant documents for each student.
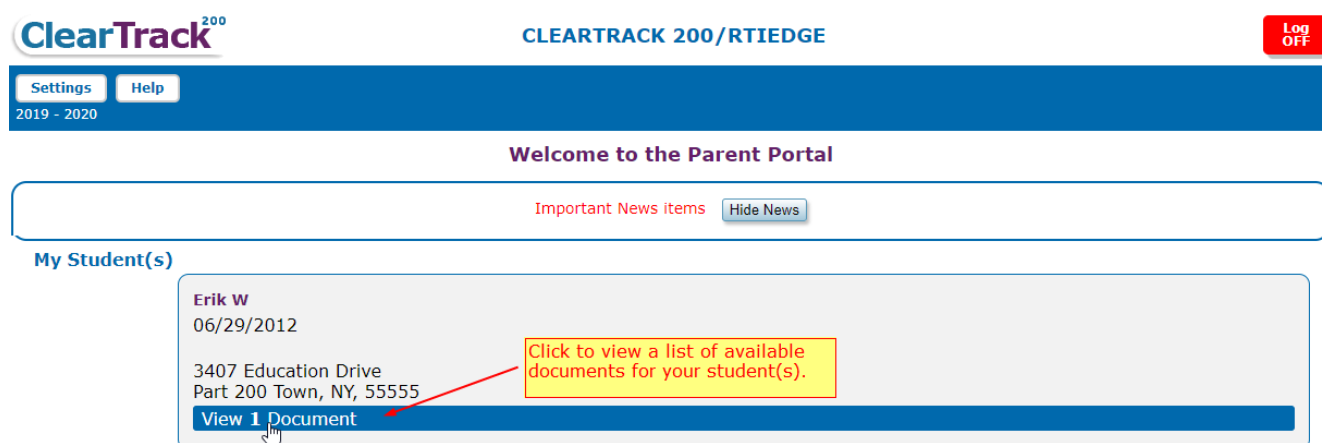
- **Click** the <u>View Documents</u> to display a list of available documents below the student.
- **Click** on the PDF document. The document will open for viewing.

| Document	Added	Last Viewed	Signed
504 Accom Plan [06/12/2019]	05/15/2020 3:27 pm		Not required

Note: Districts may setup documents that require a signature. If a document requires a signature, that is indicated in red in the signed column.


Signing a document

When viewing the document, a Sign Document button displays.

- Click the **Sign Document** button. A message displays that you are about to electronically sign the document and if you want wish to continue. Click **Yes** to sign the document. A date and time is stored indicating the document has been signed and accepted by the parent/guardian/spouse.
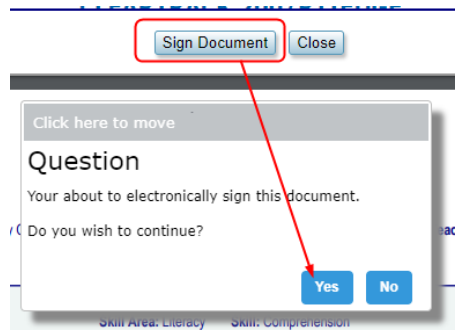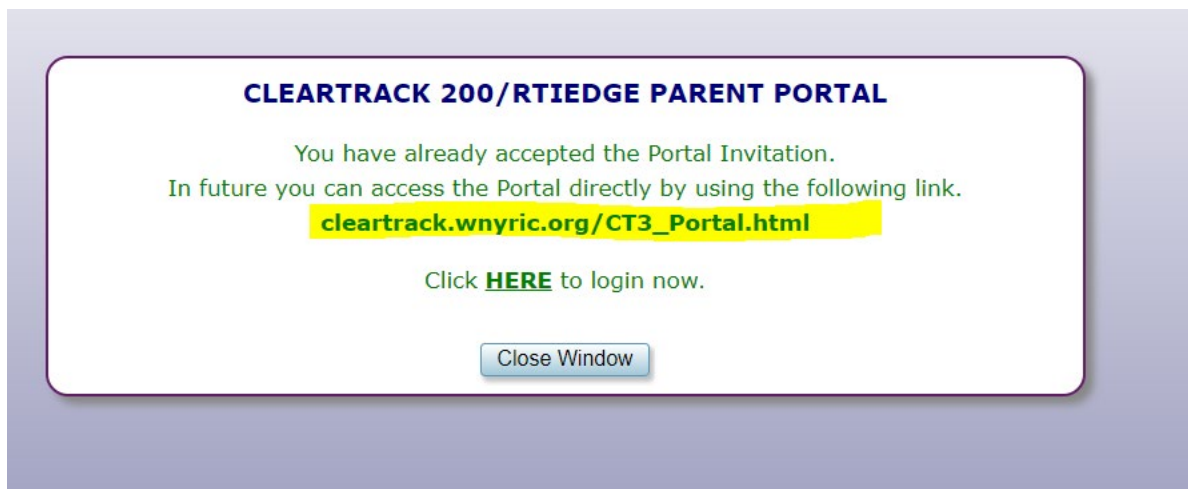
Note: The Portal session will expire after 10 minutes of inactivity.
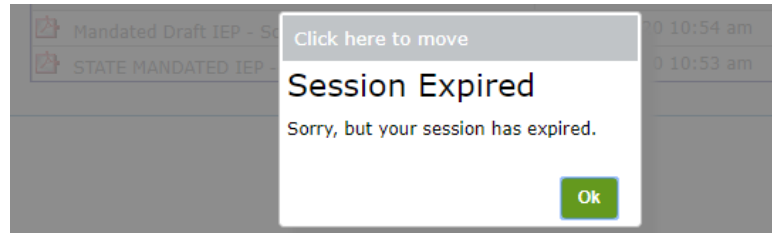
Once your account is validated and password setup:

If you click the link from the initial invite e-mail after validating your account, this screen displays. The screen displays a message that the portal invitation has already been accepted with the portal link for future reference.

- **Click** the **Click HERE** link to log back into the portal.

CLEARTRACK 200/RTIEDGE PARENT PORTAL

You have already accepted the Portal Invitation.
In future you can access the Portal directly by using the following link.
cleartrack.wnyric.org/CT3_Portal.html

Click **HERE** to login now.

Close Window

New Document Notification

When a new document is added to the portal, the parent/guardian/spouse will receive a New Document e-mail notification. **Click the link**: Click here to access your student documents.

Login to the portal with your e-mail address and password.

CT Support | Help Cleartrack200   10:29 AM

Cleartrack 200/RTIEdge <mark>New Document Notification</mark> **[NBRTLA_280]**

ⓘ This message was sent with Low importance.

⌄

** This is an auto generated e-mail notification from your ClearTrack 200 and/or RTI Edge Student Management System at ZDB3 (ME). Please **Do Not Reply** to this message!*

Hi Bparento, you have 1 new student document ready to view. Please click on the secure link below from *ZDB3 (ME)* to access the ClearTrack 200 (or RTI Edge) Parent/Guardian portal.

[Click here to access your student's documents](#)

If you have any questions or need further information, please contact your student's teacher.

ClearTrack²⁰⁰

Security

For security, if you enter the incorrect e-mail and or password 3 times, your account will be locked for 1 hour. It is recommended to click the Forgot Password link before your account is locked. This will generate an account reset and a new invite e-mail will be sent to your e-mail. You will need to revalidate your portal access.

Forgot Password:

If you forget your password, click the Forgot password link on the portal login.

- Enter your e-mail address and click the continue button.

A message will display indicating: a new Portal Invitation will be e-mailed shortly.

- Check your e-mail for the Portal Invitation (Reset) e-mail.

Portal Invitation Reset email
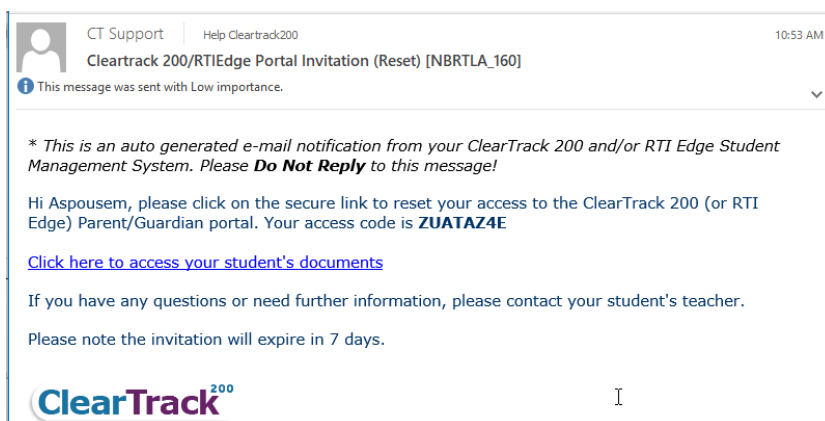
- Proceed with clicking the link to validate your access and setup a new password.