



ClearTrack 200 and RTI Edge Parent Portal Help Documentation

Table of Contents

Parent Portal	2
Parent Access and View	2
Signing a document	4
New Document Notification	5
Security:	7
Portal Invitation Reset email	8

Parent Access and View

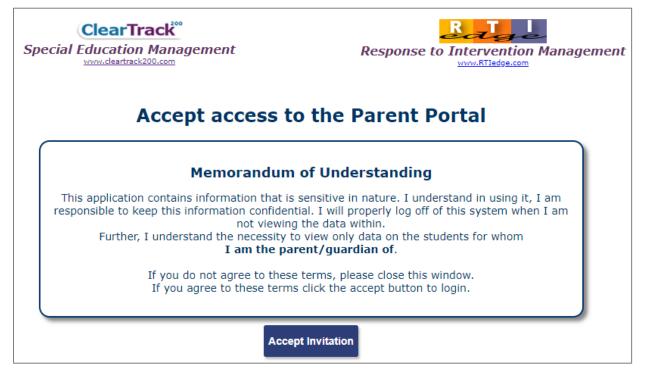
Prior to accessing the Parent Portal to view documents relating to your student's Academic Intervention Services (AIS), Response to Intervention Services (RTI) or Special Education Services, an invitation e-mail from the district is required.

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:

	CT Support	Help Cleartrack200		9:28 AM
1 1	Cleartrack 200	/RTIEdge Portal Invitation	[NBRTLA_277]	
1 This m	essage was sent with	Low importance.		~
		d e-mail notification from you tem at EDistricta. Please Do N	r ClearTrack 200 and/or RTI Edge I ot Reply to this message!	
Hi Pparentw, please click on the secure link below from <i>EDistricta</i> for access to the ClearTrack 200 (or RTI Edge) Parent/Guardian portal.				
Your ter	nporary access co	de is: R2AUQMGQ		
Click he	re to access your	student's documents		
If you have any questions or need further information, please contact your student's teacher.				
Please note the invitation will expire in 7 days.				
Cle	arTrack	0		

Click the link: <u>Click here to access your student's documents</u>.

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.

ACCI	EPT PORTAL INVITATION
Welcome to the ClearTrack 200,	/RTIEdge Parent Portal. Please enter your e-mail
address and the access code yo	ou received and click Continue to proceed:
Your E-Mail address	
Access code	
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 🔻 🛛 🔻 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	0			
Re enter the same password	0			
Continue				

A screen displays indicating the password has been successfully setup.

• Click the **Continue** button.

	PASSWORD SETUP
Your new passy	word has been saved successfully. Click Continue to go to the Portal.
In future, to ac	ccess the Portal, the Web address will be
https://clear	track.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.

ClearTrac	CLEARTRACK 200/RTIEDGE
Settings Help 2019 - 2020	
	Welcome to the Parent Portal
	Important News items Hide News
My Student(s)	
	Erik W 06/29/2012 3407 Education Drive Part 200 Town, NY, 55555 View 1 pocument

- **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.

Hide 1 Document				
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.

	_
Sign Document Close	
Click here to move	1
Question	
Your about to electronically sign this document.	
	act
Skill Area: Literacy Skill: comprehension	

Note: The Portal session will expire after 10 minutes of inactivity.

Mandated Draft IEP - So	Click here to move	20 10:54 am
STATE MANDATED IEP -	Session Expired	0 10:55 am
	Sorry, but your session has expired.	
	Ok	

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 PO	ORTAL
You have already accepted the Portal Invitation	on.
future you can access the Portal directly by using the	following link.
cleartrack.wnyric.org/CT3_Portal.html	1
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.



Cleartrack 200/RTIEdge New Document Notification [NBRTLA_280]

This message was sent with Low importance.

 \sim

* 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.



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 <u>Forgot Password</u> 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.

CLEARTRACK 200/RTIEDGE PARENT PORTAL				
Welcome. Please enter your e-mail address and password and click Login to proceed: The account has been locked for 1 hour.				
Your E-Mail address				
Your password (case sensitive)		6		
	Login Cancel Forgot password?			

Forgot Password:

If you forget your password, click the <u>Forgot password</u> link on the portal login.

CLEARTRACK 200/RTIEDGE PARENT PORTAL			
Welcome. Please enter your e-mail addre	ss and password and click Login to pro	ceed:	
Your E-Mail address Your password (case sensitive)		●	

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

CLEARTRA	ACK 200/RTIEDGE PARENT PORTAL
orgotten your password? Please	e enter your e-mail address and click Continue to proce
Your E-Mail address	aparent123@gmail.Com

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

CT Support Help Cleartrad:200 Cleartrack 200/RTIEdge Portal Invitation (Reset) [NBRTLA_160] This message was sent with Low importance.	10:53 AM	
* This is an auto generated e-mail notification from your ClearTrack 200 and/o Management System. Please Do Not Reply to this message!	or RTI Edge Student	
Hi Aspousem, please click on the secure link to reset your access to the Clear Edge) Parent/Guardian portal. Your access code is ZUATAZ4E	Frack 200 (or RTI	
Click here to access your student's documents		
If you have any questions or need further information, please contact your student's teacher.		
Please note the invitation will expire in 7 days.		
ClearTrack ²⁰⁰		

• Proceed with clicking the link to validate your access and setup a new password.