**My Schoolworx Guide**

**\*Portal.myschoolworx.com**

**\*Log in: email you provided the school**

**\*Password: Faith7607 (default password, may be changed by user)**

**\*Messages: parents are able to communicate with teachers, and office staff with this system.**

**\*To view grades, check lesson plans, view attendance, and discipline**

**\*Click on "classes"**

**\*Select subject**

**\*To view grades and assignments: click on "Grade book"**

**\*To view closed discipline: scroll down to discipline and click on the "+" sign**

**\*To view lesson plan: scroll down to "lesson plan" select the date and assignments will show up**

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