


K12 Planet – Brighton High School



K12 Planet

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Online Tutorial

Welcome to K12 Planet at Brighton High School

Offering parents and students daily access to grades, attendance, assignments, and school activities

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The Basics

- Parents and guardians of **BHS** students will now have the ability to view their children's student information, including attendance, report cards, daily assignments, and conduct using a secure website called *K12 Planet*.
- The site uses the most powerful security available; only you and your school can view your information.

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Terms of Use and Privacy Policy

There are three links at the bottom of every K12Planet page: Terms of Use, Security, and Privacy Policy.




Each of these links provides valuable information that every parent / guardian should read.

Please take a few minutes to read this important information.

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Documents


You will have to sign three documents in order to receive your username and password:


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	<h2><i>AUP and Terms of Use</i></h2>
K12 Planet	#1: <u>BHS Acceptable Use Policy</u> <small>(You may print this out and bring it to school with you.)</small>
<i>How Do I Start?</i>	<p>This document verifies that that you agree to abide by the AUP document and the <i>Terms of Use</i> document linked from https://secure.k12planet.com/ (These documents will be available at BHS if you do not have access at this time.)</p>
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	<h2><i>Verifiable Consent</i></h2>
K12 Planet	#2: <u>The Verifiable Consent Form</u> <small>(You may print this out and bring it to school with you.)</small>
<i>How Do I Start?</i>	<p>This form gives BHS permission to make you and your student members of the K12 community; you also will have the option of allowing a separate account to be created for your student.</p>
<i>Setting Up Your Account</i>	
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	<h2><i>Account Request Form</i></h2>
K12 Planet	#3: This <u>form</u> includes your preferences for a username and password.
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<i>K12 Planet – Brighton High School</i>	
	<h2><i>Now What??</i></h2>
K12 Planet	<ul style="list-style-type: none"> • Bring the <u>Acceptable Use Policy</u>, <u>Verifiable Consent Form</u>, and <u>Account Request Form</u> to the school . You may also get the forms in the front office at school and sign them while you are there. • A photo ID is required for all accounts. You must be a custodial parent, biological parent, or legal guardian in order to obtain account information. • No account information will be mailed or sent home with students.
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<i>K12 Planet – Brighton High School</i>	
	<i>Now What??</i>
K12 Planet	<p>You will receive an email when your account is set up and ready for use – usually within 24 hours.</p>
<i>How Do I Start?</i>	
<i>Setting Up Your Account</i>	
<i>Contact Information</i>	
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K12 Planet	<p><i>Setting Up Your Account</i></p> <p>While your account will be set up and ready for use after you get your email, you may edit your username, password, and email address at any time by following these steps:</p>
<i>How Do I Start?</i>	
<i>Setting Up Your Account</i>	
<i>Contact Information</i>	
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<i>K12 Planet – Brighton High School</i>	
	<i>Setting Up/Editing Your Account</i>
K12 Planet	<ul style="list-style-type: none"> • Step One: Bookmark the BHS webpage if necessary. <ul style="list-style-type: none"> – http://www.tipton-county.com/bhs/ – In <i>Internet Explorer</i>: click Favorites/Add Favorite • Step Two: Scroll down and click the K12Planet logo. Click the K12 Planet logo on the next page also.
<i>How Do I Start?</i>	
<i>Setting Up Your Account</i>	
<i>Contact Information</i>	
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<i>K12 Planet – Brighton High School</i>	
	<i>Log In</i>
K12 Planet	<ul style="list-style-type: none"> • Step Three: Log in - Click in the <i>Username</i> box of the LogOn page  <p>and type the username that you were given when your account was set up.</p>
<i>How Do I Start?</i>	
<i>Setting Up Your Account</i>	
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Changing Your Username/Password


- Click in the *Password* box and type in the password that you were given.



- Click Log On.

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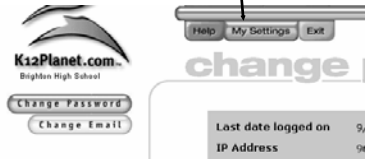
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Changing Username, Password, Email Address

- You are able to change your username, password, and email address at any time by clicking the *My Settings* tab after logging in.



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Changing Your Username/Password

- After clicking the *My Settings* tab, click in the *Username* box and highlight the username before typing in a different username if you choose to.



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Changing Your Username/Password

- Click in the *Password* box and type in a new password if you choose to. Remember that passwords must contain at least six characters and at least two of them must be numbers.



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Changing Your Username/Password

- There should be NO spaces in your username or password.
- Passwords are case-sensitive.


User Name

Password

Retype password

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Changing Your Username/Password

- Retype your new password in the *Retype Password* box.
- Click **SAVE**. (Note: if you click the *ENTER* key or the *RESET* button, it will reset everything back to the numbers and you will have to retype it all

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Setting Up Your Email

- Click the *Change Email* button on the left side:



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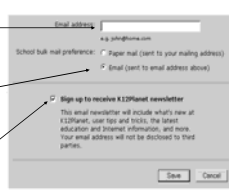
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Setting Up Your Email


- Click in the *email Address* box and carefully type in your email address.
- Choose *Email* as the bulk mail preference.
- Put a checkmark in front of the newsletter question if you would like to receive the K12 Planet newsletter.
- Click **SAVE**.





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	<h2>Creating a Family Account</h2>
<p>K12 Planet</p> <p>How Do I Start?</p> <p>Setting Up Your Account</p> <p>Contact Information</p> <p>Links to K12 Terms of Use and Privacy Policy</p>	<ul style="list-style-type: none"> • If you have more than one student at BHS, you may merge the accounts so that you only have to log in one time. You will be able to switch back and forth between students by clicking a drop-down student menu at the top of the page.
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	<h2>Creating a Family Account</h2>
<p>K12 Planet</p> <p>How Do I Start?</p> <p>Setting Up Your Account</p> <p>Contact Information</p> <p>Links to K12 Terms of Use and Privacy Policy</p>	<ul style="list-style-type: none"> • Click the <i>My Settings</i> tab (if necessary) and then click the <i>My Family</i> button at the left side of the page. <div style="text-align: right; margin-top: 100px;">  </div>
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	<h2>Creating a Family Account</h2>
<p>K12 Planet</p> <p>How Do I Start?</p> <p>Setting Up Your Account</p> <p>Contact Information</p> <p>Links to K12 Terms of Use and Privacy Policy</p>	<ul style="list-style-type: none"> • Type the username and password of the account you received for your other student and then click <i>Find Account</i>. • Confirm that the student name is correct and then click <i>Merge Accounts</i>. • Both names should now appear in a drop-down menu in the upper right corner of the page.
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	<h2>Creating a Family Account</h2>
<p>K12 Planet</p> <p>How Do I Start?</p> <p>Setting Up Your Account</p> <p>Contact Information</p> <p>Links to K12 Terms of Use and Privacy Policy</p>	<ul style="list-style-type: none"> • To view each student's information, click the down arrow and select his or her name. • To merge the account for another child at BHS, repeat the steps.
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	<i>Congratulations!</i>
<i>K12 Planet</i>	<ul style="list-style-type: none"> • You have now set up your K12Planet account and can access student grades and attendance on a daily basis. • Please remember that not all classes will have new grades posted each day; however, you should see new grades for each class at least once per week.
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	<i>Contact Information</i>
<i>K12 Planet</i>	<ul style="list-style-type: none"> • If you have trouble with your account, please call Barbara Garnett 837-5836 or email <u>bgarnett@tipton-county.com</u>
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	<i>To Return to the BHS Webpage</i>
<i>K12 Planet</i>	<p>Just click the BACK button on your toolbar:</p>  
<i>How Do I Start?</i>	
<i>Setting Up Your Account</i>	
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