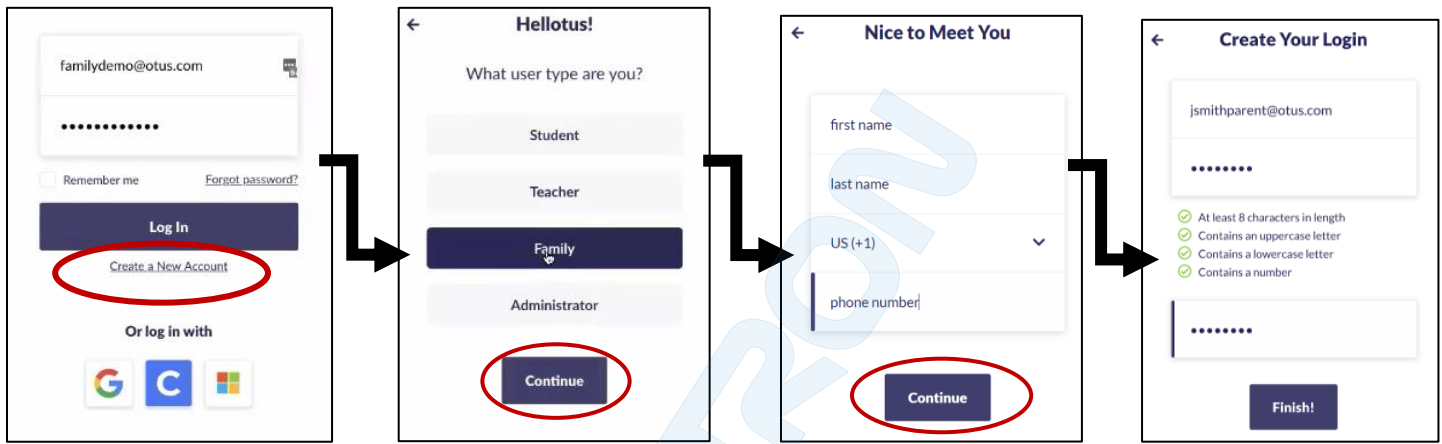




# Creating a Family Account in



**First go to:** [my.otus.com/login](https://my.otus.com/login)



**Your account will look like this:**

**My Students**

You will need your child's Student Code Number. This can be found two ways:

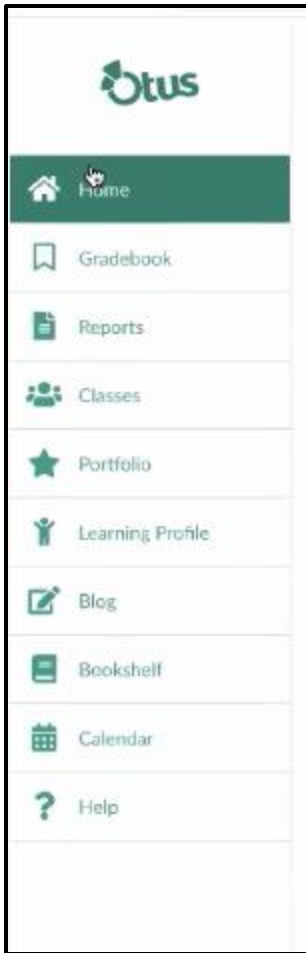
1. Have your child login to his/her account. In the bottom left corner, click on edit profile. Your child's Student Code Number is part of this information.
2. Ask your child's teacher through email or text.

**Add a Student**

Student Code

Choose Relationship

- Aunt
- Brother
- Father
- Foster Father
- Foster Mother
- Grandfather
- Grandmother
- Great-Grandfather
- Great-Grandmother
- Guardian
- Mother



This tab will show your child's progress if the teacher is assessing work in Otus.



The Reports tab will show you any 3rd party data (NWEA, PARCC...) that is available for your student.



You will be able to see all of your student's classes. I can click on the email icon and email the teacher. If you click on the class itself, you will get the Class Board. This is where the teacher will post the assignments/activities and links for the day.



Some work may be saved by your child's teacher, or your child themselves, to highlight specific assignments.



If available, the Learning Profile tab will show the results of the Thrively Assessment.



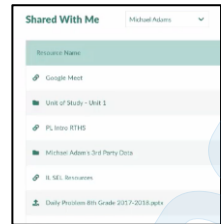
The Blog tab gives you access to view your child's Blog post(s), in addition to any comments on the post(s). Your child's teacher may use the blog feature in Otus as a discussion board.



Where your teacher may be saving resources for use with assignments



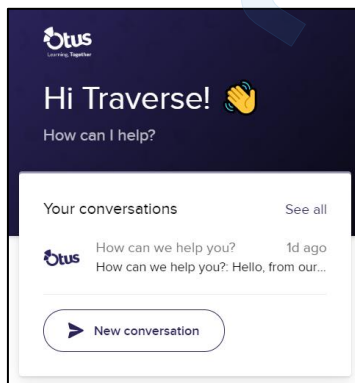
All assignments will show up on the calendar on its due date.



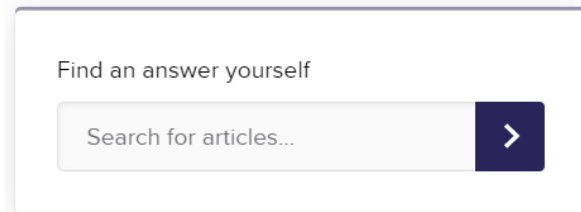
CLICK THROUGH THE MENU OF OPTIONS, EXPLORING WILL HELP YOU LEARN MORE!


## Help:

This help icon can be found in the bottom right-hand side of the home screen.



You can open a chat with an individual at Otus, or search to *find an answer yourself*. The help service is very efficient.



Information for this sheet was found in this linked  video:  
<https://otus.wistia.com/medias/euwb6507fe>