

WVEIS PORTAL INSTRUCTIONS

By Mitch Nida

Teachers,

Here is a quick training on contacting parents at home using the WVEIS WOW portal. The normal WOW address you use at work will not work at home but there is another way. Why is this important? Because the number in Livegrades only pulls one number off of the student information screen and is not typically correct.

After this training, you will have multiple numbers you can use.

Here is the link:

<https://morgan.sis.k12.wv.us/>

- **Sign-in with your regular ID and password. Yours will be T95800**** and password. Mine is different.**

← → ↻ ⓘ Not secure | morgan.sis.k12.wv.us

New programs launch with: 058 - MORGAN COUNTY | 2020 | PRINCIPAL

Work Areas

Please Enter Your User ID and Password

Login

User ID →

Password →

Retrieve Login?

[Click Here](#)

[Sign in with SSO](#)

Portal Alerts

WEB.300R is now updating Portal files!

Notices:



Morgan County Schools

"Every Child, Every Day"

We have a new way to access our WVEIS programs and more, known as 'The Portal'. You can use your normal WVEIS User ID and Password to log in if you want to explore it on your own. WVEIS programs operate precisely the same.

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- **Click on “Student Management System”**

The screenshot shows the WVEIS Portal interface. At the top, there is a navigation bar with a back arrow, a refresh icon, and the text "Not secure | morgan.sis.k12.wv.us". Below this is a header area with the text "New programs launch with: 058 - MORGAN COUNTY | 2020 | TEACHER". The main content area is titled "Student" and contains four menu items:

- Student Management System**: Student data maintenance and reporting, exclusive of attendance, grading and scheduling. [Menu]
- External Applications**: External Applications that are linked and run within the Portal. [Menu]
- Menus for Particular User Groups**: Area to hold custom menus for user groups. [Menu]
- User Self-Administration_USER**: Programs for users to maintain their WVEIS User Accounts. [Menu]

- **Then “Student Management Maintenance”**

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- Student Management Maintenance**: Maintain student data, drop students, enter CEC and Work-based Experience data, and mass assign tags to students. [Menu]
- External Applications**: External Applications that are linked and run within the Portal. [Menu]
- Student Management Reports**: Various reports about student demographic data - including Select and Print Your Own Report. [Menu]

- **Then Maintain Student Information**

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- Maintain Student Information**: Use Maintain Student Information to add a new student or to access various records for existing students, such as family information, attendance, discipline, schedules, enrollment history, grades, and transcripts. [STU.301]
- Collaborative Early Childhood Data**: Each student record for children in grades E* is tagged with an indicator whether the student is enrolled in HeadStart or an Off-site collaborative facility. [STU.380]
- Student Discipline System**: This is the program where student discipline data are maintained. [DIS.301]

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- Then type in part of student name (use * at the end if you need to). You can also type part of a name and *. In this case the * must be used or no results will show. Example is for Caperton you can type Cape* for short and still pull up the name.

Name
Miller, [Redacted]
Miller, [Redacted]
End of Data

- Click on the student you need:

The number on the front page may be a different number than Livegrades.

Also and very important: click on the contacts tab and you will get a call sequence and use 1 first:

Call Seq	Co
01	PE
02	PE
03	PE
04	AI
05	PE

These numbers are often the correct number to use.