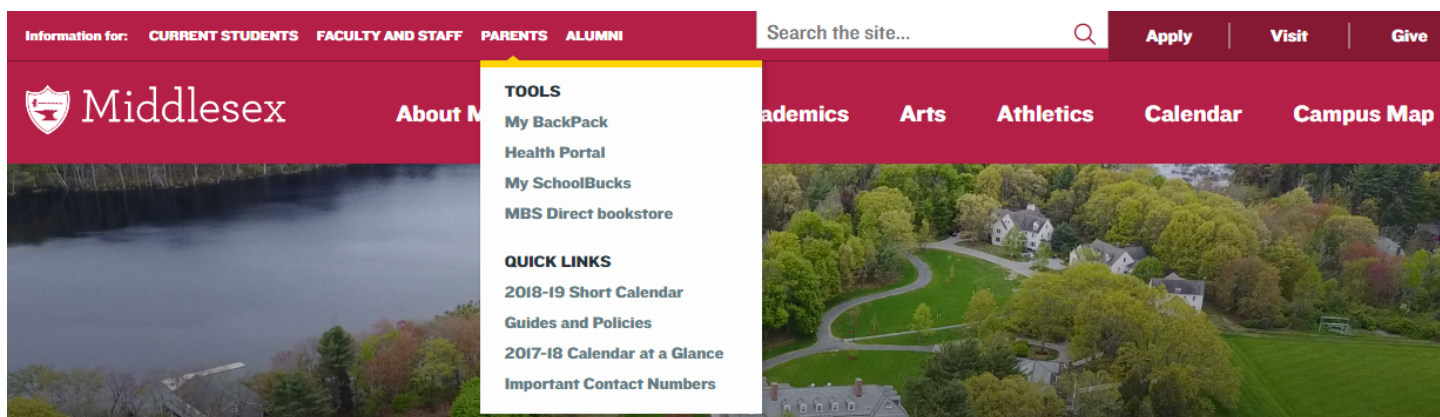**In order to access your My BackPack Account, you will need the user ID sent to you by the Technology   Department. This ID was/will be sent to you once you complete the My BackPack Acceptable Use Policy.**

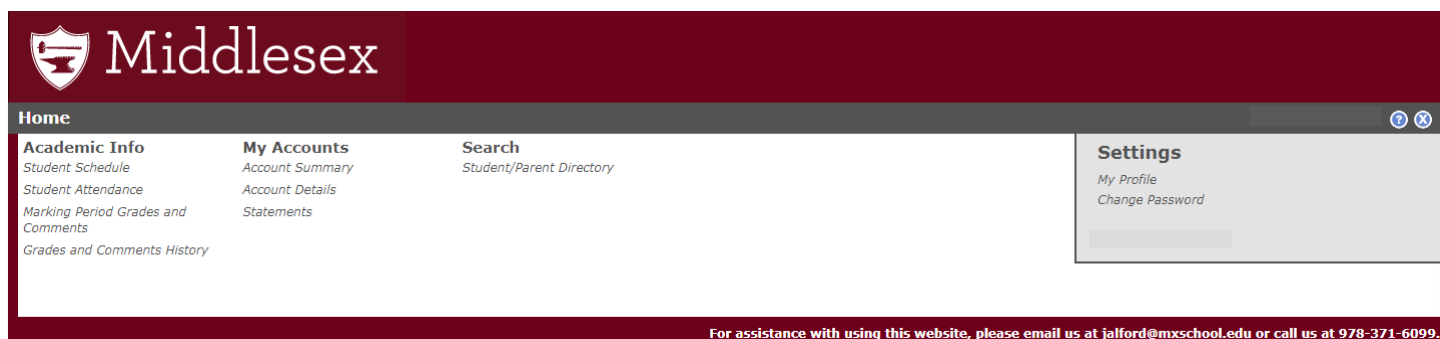## Accessing My BackPack Parent Portal

Utilizing the My BackPack Parent Portal, parents and guardians will have access to view their child's Middlesex student bill account on-line and receive monthly bills electronically. This system will allow parents and guardians access to the following information:

- Parent/Guardian Profile
- Student Schedules and Attendance (Information needed for summer book purchases)
- Marking period grades and comments
- Tuition and Incidental Activity (Please note that this system does not provide access to student bank and grill activity)
- School Store Account Activity and Fund Balance

Step 1: To access your child's information, go to www.mxschool.edu and click on the Parents Tab at the top of the screen. Once there choose the My Back Pack Link and sign in with the username and password sent to you by the School.

Step 2: Once logged into the portal there are 4 areas with clickable options: Academic Info, My Accounts (Tuition & Incidentals, Store), Search (Directory), and Settings (Profile and Password).

Parent Options Defined

My Account

> ***Account Summary:***
> On this page, parents can see a quick view of the total due for each child attending Middlesex. They can also combine all accounts to get a grand total. The Debit Account (Store Account) is a balance of funds available.

> ***Account Details:***
> This page allows the parent to look at specific transactions. The page offers three optional tabs *Current Charges, Find Transaction,* and *Campus Store.* The drop down box allows to switch between Tuition & Charges account and the Store account.

> ***Statements:***
> In this page, parents can view an on-line copy of their statement and any historical statements. Charge details will appear within the month they were incurred, and as a "Beginning Balance" rolling forward. Select "View Printable Statement" at the bottom to create a formal statement to print.

Academic Info

> ***Student Schedule:***
> The student schedule may be viewed in a list or chart format. Ensure that the desired term is selected within the drop-down box.

> ***Student Attendance:***
> A view of the current year attendance of your student.

> ***Marking Period Grades and Comments:***
> Current marking period grades and comments may be printed here.

> ***Grades and Comments History:***
> Prior year's grades and comments may be viewed by selected the desired date within the drop-down box. Please remember to check the box "Show Comments in the Report" should you desire to see comments as well.

Search

> ***Student/Parent Directory***

Settings

> ***My Profile:***
> Parents should use this feature to update biographical and contact data (subject to approval by school staff) and view student and parent directories. Please note by checking the boxes next to the information selects the "DNP" option, or Do Not Print.

> ***Change Password***

For technical help and password help, please email your request to helpdesk@mxschool.edu