

Virtual Communications Folder (VCF) New Parent User Guide




VCF Login Page

This is the first page of the NFA VCF Folder. You will need to enter your username and password here to enter the VCF.

If you have not already registered, you can click the "First time here? Register Today" link to be redirected to the registration form. There you can fill out all your contact information as well as desired e-mail address/password to access the VCF in the future. NFA will review the application manually and check the family information against currently enrolled students. When your profile has been activated, you will receive an e-mail notification and you'll be free to login to the VCF each week.

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 **Parent Login**

E-Mail Address:

Password:

Login


[Register](#) | [Forgot Password?](#)

VCF Page

This page will show all the currently available documents in this week's VCF and historical VCFs. You can view the documents available school-wide, or in your child's specific classroom. The title of each document will be listed. Simply clicking on the link will download the associated file for display and printing on your personal computer. The VCF weekly content is updated at approximately 3pm on Wednesdays. You will be notified via email that the VCF has been updated.

You may change the date in the pull-down menu to view older VCFs in the system. On the right hand side of the page are upcoming events of interest.

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 **Virtual Communication Folder (VCF)**

VCF Date: Aug 24, 2011

Date:

School Wide Documents:	Upcoming Events:
<ul style="list-style-type: none">School Wide Document	August 24th Test Event (Mouseover for details) Wednesday, Aug 24 - Wednesday, Aug 31
Classroom Documents:	
(JLB2) Owen	<ul style="list-style-type: none">Class-Specific Document
(JLC3) Joseph	<ul style="list-style-type: none">Class-Specific Document

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Virtual Communications Folder (VCF) New Parent User Guide (Continued)



Edit Profile Page

This is the VCF Profile page that you'll use to update your contact information with NFA. You can change your mailing information, child nickname, e-mail addresses and phone numbers. You can also opt in and out of intra-parent vcf communications (this will not remove you from NFA originated e-mails). It is critical that you keep your profile information up to date, and occasionally through the year we will ask you to confirm the information is accurate.

Intra-Class E-mail

Use this section to send e-mails to other NFA parents. Simply select a class (up to three) on the left hand side, and enter your message. Note that each parent has the option of opting out of this communication, so you may not reach every parent in the class.

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Intra-Class E-mail

Please Select up to three classes You will be sending to: (updated on room select on the left)

1A

2A

2B

3A

3B

Message Subject:

Message Body:

Note: NFA staff regularly monitor intra-class e-mails.

Send Message

Looking for a way to opt-out? You can change your preference to receive parent-generated e-mails in your VCF Profile. Simply click [Update My Profile](#) "Intra-Parent Contact" checkbox. Note: you will still receive NFA generated e-mails.

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Modify Family/User Detail

Parent Information

Email:	<input type="text" value="work@test.com"/>
Password:	<input type="password" value="****"/>
First Name(s):	<input type="text" value="Joe"/>
Last Name:	<input type="text" value="Test"/>
Home:	<input type="text" value="215-444-5555"/>
Work:	<input type="text" value="215-555-7777"/>
Cell:	<input type="text" value="215-566-7898"/>
E-Mail Address(es):	<input type="text" value="home@test.com"/> <input type="text"/> <input type="text"/>
Street Address:	<input type="text" value="123 Main Street"/>
City, State, Zip:	<input type="text" value="Philadelphia"/> , <input type="text" value="PA"/> <input type="text" value="19118"/>
Intra-Parent Contact:	<input checked="" type="checkbox"/>

Child Information

	First Name	Last Name	Nickname	Class	Student ID
Child Information:	Joseph	Test	<input type="text" value="Joey"/>	JLB2	

Add/Update User Profile