

# **Getting Started with My BackPack™**

## **Carrollwood Day School Parent Edition**

**<https://cds.seniormbp.com/SeniorApps>**

**or**

**Click the Quicklink on the CDS homepage**

**[www.carrollwooddayschool.org](http://www.carrollwooddayschool.org)**

## My BackPack Features

- My BackPack is available from any Internet Browser, Mac or PC
- Assures CDS has the most up-to-date, accurate and complete contact information for your family
- View and update your profile and family contact information
- View class schedules and calendars
- View your students marking period grades and comments history
- View student attendance records
- View student discipline records
- View the CDS parent directory
- Additional My BackPack modules will become live and available in the future.

## How do I login to My BackPack?

*Step 1:* Open an Internet browser, such as Safari, Firefox or Chrome.

*Step 2:* Enter the following address: <https://cds.seniormbp.com/SeniorApps>

**NOTE:** You cannot get to the My BackPack login page if you type "http://" You must type "https://" The "s" ensures a secure connection.

*Step 3:* At the login page (below), enter your CDS MBP **USERNAME** and **PASSWORD**.

**NOTE:** You should have received an email with this information.

*Step 4:* Click the Sign In button.



CARROLLWOOD  
DAY SCHOOL

### Sign In

Please enter your user name and password below to sign in.

**User Name:**  \*

**Password:**  \*

**Sign In**


☐ Remember User Name


For other sign in assistance, please email us at [cfrench@carrollwooddayschool.org](mailto:cfrench@carrollwooddayschool.org), or call us at (813) 920-2288.

+ I Forgot My User Name/Password


Powered by Senior Systems, Inc.

### How do I navigate once logged into My Backpack?


You can return to the Home page at any time by clicking the  Home icon to the right of your name at the top of the screen.

You can just click the  Menu icon from the top left of any page to display a pop-up menu window without returning to the Home page.

### How do I logout of My Backpack?

You can exit from My Backpack by clicking the  Sign Out icon.

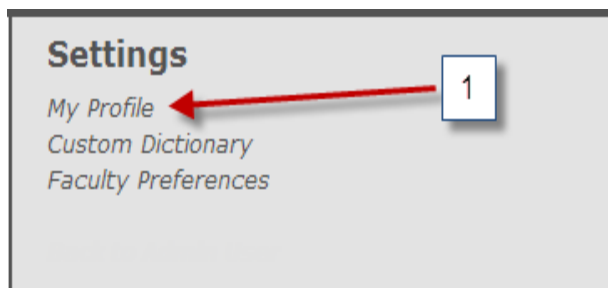
### How do I get help with My Backpack?

In many cases, if you are using a particular function when you click the  Help icon, you will be taken directly to the topic for that function. From there, you can also search or navigate through the table of contents to find other related topics.

### How do I verify and/or edit my contact and family information is correct?

**Step 1:** **Login** to My Backpack.

**Step 2:** Under **Settings** click on **My Profile**.



**Step 3:** On the **My Profile** screen, Click **EDIT** to update your information.

**Step 4:** Make the desired changes.

**Step 5:** Click **SAVE** and then click **DONE**.

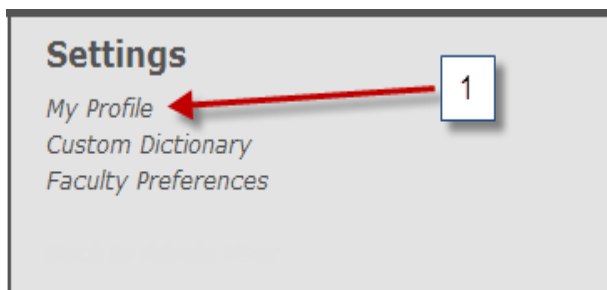
## What if I do not want certain information published to the CDS community?

For future use of our online parent directory, we would like parents to check any profile information as DNP (Do Not Publish) for anything that should not be viewable to others in the online My Backpack parent directory.

If you wish to block any of your data from being included in the parent directory, simply mark that field as "DNP" (Do Not Publish). Do not delete information in order for it to be hidden from view, simply click the checkbox next to the field you do not want published (DNP).

**Step 1: Login** to My BackPack.

**Step 2:** Under **Settings** click on **My Profile**.



**Step 3:** On the **MY PROFILE** screen, Click **EDIT** to update your information.

**Step 4:** Click on the small DNP boxes on the left side of the demographic information that you would **NOT** like published.

A screenshot of a web form for editing a profile. The form is divided into two columns. The left column contains fields for personal information: Title, First Name, Middle Name, Last Name, Suffix, Nickname, Relation, Address 1, Address 2, Address 3, City/State, Zip, and Country. Below these are three checkboxes for emergency contact, grades/comments, and statement copies, each with a 'No' button. The right column contains fields for contact information: E-Mail 1, E-Mail 2, Phone, Fax, and three Type/Number fields. Each field has a small checkbox to its left. A red arrow points from the text 'COLUMN OF DNP BOXES' to the column of checkboxes on the left. Another red arrow points from the same text to the checkboxes on the right.

**Step 5:** Update any information that is not correct.

If the structure of your family changes, i.e. a divorce or death, select "Send note to school".



**Step 6:** Click **SAVE** and then click **DONE**.

**REMINDER:** The contact information for our families is made available as a service to our community and is for the non-commercial use of Carrollwood Day School faculty, staff, parents and students. Any other use is strictly prohibited. Select the DNP check box to the left if you wish for your information to NOT be visible in the parent directory.

### **How do I update my information to add emergency contacts and/or others approved to pickup my student from school?**

Parents can now easily update and/or add student profile information. The information recorded in your profile provides the school with required contact information for your child. This information is used for regular home-school communications as well as in the event of an emergency. Please be sure to update "Additional Contacts" to include all emergency contacts and persons authorized to pick-up your child from school.

**Step 1:** **Login** to My BackPack.

**Step 2:** Under **Settings** click on **My Profile**.



**Step 3:** On the **MY PROFILE** screen, Click **EDIT** to update your information.

**Step 4:** If you are adding an additional contact to pick up your child type "Drivers" in the Relation field.

☐ **Additional Contact** [Delete](#)

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Nickname:

Relation:

☐ Address 1:

☐ Address 2:

☐ Address 3:

☐ City/State:

☐ Zip:

☐ Country:  (Leave blank for USA)

Used to contact you in an emergency?

Send grades and/or comments to this address?

Send a copy of statement to this address?

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Nickname:

Relation:

☐ E-Mail 1:  ☐ Send E-Mails

☐ E-Mail 2:  ☐ Send E-Mails

☐ Phone:

☐ Fax:

☐ Type/Number:

☐ Type/Number:

☐ Type/Number:

☐ Type/Number:

- Add/Update Additional Contact (Add “/Driver” to Relationship if they are approved to pick up a student from school)

**Step 5:** Make sure to select "**Yes**" on the Emergency Contact line, and make sure we have their contact information if you would like for them to be an emergency contact.

**Step 6:** Click **SAVE** and then click **DONE**.

**NOTE: AS MODULES BECOME AVAILABLE AND LIVE IN MY BACKPACK WE WILL ADD INSTRUCTIONS TO THIS PARENT GUIDE.**