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Nova Scotia Student Information System

Nova Scotia Public Education System

# Accessing TIENET

User Guide

**TIENET**

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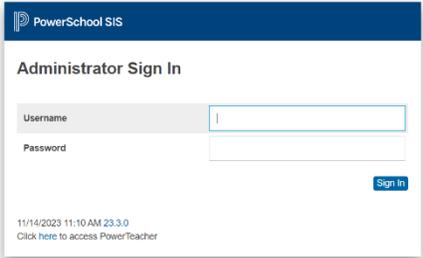
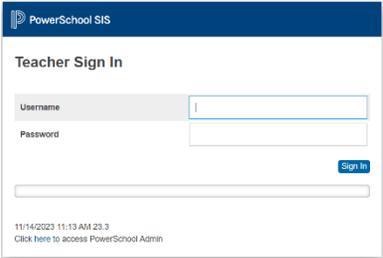
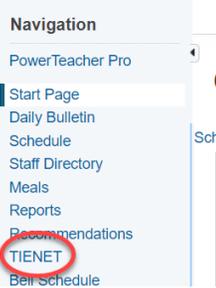
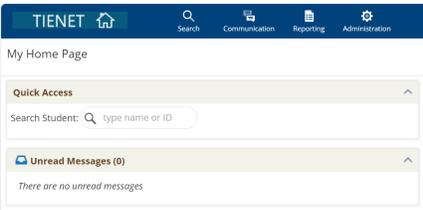
- 1. Accessing TIENET through PowerSchool & PowerTeacher .....3
  - 1.1 Accessing the main TIENET homepage from the PowerSchool/PowerTeacher Start Page.....3
  - 1.2 Accessing an individual student’s TIENET page from PowerSchool .....4
  - 1.3 Accessing an individual student’s TIENET page from PowerTeacher .....5
    - 1.3.1 Option 1: From the Alerts page in PowerTeacher .....5
    - 1.3.2 Option 2: From the Student Information page in PowerTeacher.....6

*(Note: Student names appearing in this document are fictitious names)*

# 1. ACCESSING TIENET THROUGH POWERSCHOOL & POWERTEACHER

TIENET can be accessed from both PowerSchool and PowerTeacher in a variety of ways.

## 1.1 ACCESSING THE MAIN TIENET HOMEPAGE FROM THE POWERSCHOOL/POWERTEACHER START PAGE

	In PowerSchool	In PowerTeacher
1. Log into PowerSchool or PowerTeacher.	 <p>The screenshot shows the 'Administrator Sign In' page in PowerSchool SIS. It features a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, there are two input fields: 'Username' and 'Password'. A 'Sign In' button is located at the bottom right. At the bottom of the page, there is a timestamp '11/14/2023 11:10 AM 23.3.0' and a link that says 'Click here to access PowerTeacher'.</p>	 <p>The screenshot shows the 'Teacher Sign In' page in PowerSchool SIS. It features a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, there are two input fields: 'Username' and 'Password'. A 'Sign In' button is located at the bottom right. At the bottom of the page, there is a timestamp '11/14/2023 11:13 AM 23.3' and a link that says 'Click here to access PowerSchool Admin'.</p>
2. At the bottom of the main menu on the left side of the page, click on the TIENET link.	 <p>The screenshot shows the left navigation menu in PowerSchool. It is divided into two sections: 'Setup' and 'Applications'. Under 'Applications', there are several links: 'PowerLunch', 'ReportWorks Developer', 'TIENET', and 'SchoolMessenger'. The 'TIENET' link is circled in red.</p>	 <p>The screenshot shows the left navigation menu in PowerTeacher. It is titled 'Navigation' and lists several options: 'PowerTeacher Pro', 'Start Page', 'Daily Bulletin', 'Schedule', 'Staff Directory', 'Meals', 'Reports', 'Recommendations', 'TIENET', and 'Bell Schedule'. The 'TIENET' link is circled in red.</p>
3. The main TIENET homepage appears.	 <p>The screenshot shows the TIENET homepage in PowerSchool. At the top, there is a blue navigation bar with the TIENET logo and icons for Search, Communication, Reporting, and Administration. Below the navigation bar, there is a 'My Home Page' section. Under 'Quick Access', there is a search box for students with the placeholder text 'Search Student: type name or ID'. Below that, there is a section for 'Unread Messages (0)' with the text 'There are no unread messages'.</p>	 <p>The screenshot shows the TIENET homepage in PowerTeacher. At the top, there is a blue navigation bar with the TIENET logo and icons for Search, Communication, and Reporting. Below the navigation bar, there is a 'My Home Page' section. Under 'My Students(0)', there are icons for Edit, Print, and Refresh. Below that, there is a table with columns for ID, Last Name, First Name, Middle Name, and Birth Date. The table is currently empty, with the text 'No students' displayed below it.</p>

To access an **individual student's** TIENET page, there are different ways to do so (whether in PowerSchool or PowerTeacher).

## 1.2 ACCESSING AN INDIVIDUAL STUDENT'S TIENET PAGE FROM POWERSCHOOL

1. In PowerSchool, select a student to view their record.

### Current Student Selection (239)

Student
Adam, Keri
Adams, Margaret
Adkins, Betty
Alaniz, Bertha
Allen, Anna

2. Choose one of the two options.

<p><b>Option 1:</b> Click the <b>TIENET</b> link under the <b>Applications</b> heading.</p>	<ul style="list-style-type: none"> <li>Scheduling             <ul style="list-style-type: none"> <li>Bell Schedule View</li> <li>List View</li> <li>Matrix View</li> <li>Modify Schedule</li> <li>Request Management</li> <li>Scheduling Setup</li> </ul> </li> <li>Applications             <ul style="list-style-type: none"> <li><b>TIENET</b></li> </ul> </li> </ul>	<p><b>Option 2:</b> a. Click the <b>TIENET</b> icon located to the right of the student's name.</p>	<p>PowerSchool SIS Start Page &gt; Student Selection &gt; Quick Lookup</p> <p>Quick Lookup  </p> <p>Adam, Keri 9 40768  RSS HMRM: 9-110 NS P</p> <p><b>TIENET</b> <b>TIENET Indicator</b> Adam, Keri</p> <p>Unfinalized documents exists : No Document exists for any year : Yes Service or Diagnosis exists for any year : No</p> <p>Information exists in TIENET but may not be accessible depending on security and user role.</p> <p><b>TIENET</b> Close</p>						
<ol style="list-style-type: none"> <li>3. The student's Program Information profile page will open in a new browser tab.</li> </ol>	<p>TIENET     </p> <p>My Home Page &gt; Adam, Keri (40768)</p> <p><a href="#">Profile</a> <a href="#">Documents</a> <a href="#">Events</a></p> <p><b>Program Information</b> <a href="#">Edit</a> <a href="#">Print</a></p> <p>Program Information</p> <p><b>Paper-based Student Records</b></p> <table border="1"> <tr> <td>Paper Cumulative Record:</td> <td>No</td> </tr> <tr> <td>Confidential Record:</td> <td>No</td> </tr> </table> <p><b>Adaptations</b></p> <table border="1"> <tr> <td>Current Adaptations:</td> <td>Yes</td> </tr> <tr> <td>Previous Adaptations:</td> <td>Yes</td> </tr> </table>	Paper Cumulative Record:	No	Confidential Record:	No	Current Adaptations:	Yes	Previous Adaptations:	Yes
Paper Cumulative Record:	No								
Confidential Record:	No								
Current Adaptations:	Yes								
Previous Adaptations:	Yes								

## 1.3 ACCESSING AN INDIVIDUAL STUDENT’S TIENET PAGE FROM POWERTEACHER

### 1.3.1 OPTION 1: FROM THE ALERTS PAGE IN POWERTEACHER

1. Click on the **Alerts** icon to the right of the class in which the student is enrolled.

Exp	Course	Sec #	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Attendance Tracker	Student Information	Alerts	Email	Assessments	Print Class Reports
1(B,F) 2(C,G) 3-4(D,H) 5(A,E)	<b>ENGLISH 10</b> PowerTeacher Pro	1										
1(C,G) 2(D,H) 3-4(A,E) 5(B,F)	<b>MATHEMATICS 10</b> PowerTeacher Pro	3										
1(C,G) 2(D,H) 3-4(A,E) 5(B,F)	<b>MATHEMATICS 10 IPP</b> PowerTeacher Pro	12										

2. The Alerts page displays, and alert icons will appear for students based on the information entered in PowerSchool and TIENET.

#### Alerts for students in Teem, Aaron's ENGLISH 10 (ENG10) section 9

Name	Medical	Discipline	Guardian	Other	TIENET	Early Literacy Support	Attendance Tracker
Babcock, David							
Blackstock, Michael							
Boyles, Fred							
Caruso, Douglas							

3. Click the **TIENET** icon located to the right of the student.
4. A popup window opens. Click the **TIENET** link located towards the bottom of the popup.

**TIENET** TIENET Indicator  
Adam, Keri

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Unfinalized documents exists : No  
 Document exists for any year : Yes  
 Service or Diagnosis exists for any year : No

Information exists in TIENET but may not be accessible depending on security and user role.

Close

5. The student’s Program Information profile page will open in a new browser tab.

TIENET

My Home Page > Adam, Keri (40768)

[Profile](#) [Documents](#) [Events](#)

**Program Information** [Edit](#) [Print](#)

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Program Information

**Paper-based Student Records**

Paper Cumulative Record: No  
 Confidential Record: No

**Adaptations**

Current Adaptations: Yes  
 Previous Adaptations: Yes

1.3.2 OPTION 2: FROM THE STUDENT INFORMATION PAGE IN POWERTEACHER

1. Click on the **Student Information** icon to the right of the class in which the student is enrolled.

Exp	Course	Sec #	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Attendance Tracker	Student Information	Alerts	Email	Assessments	Print Class Reports
1(B,F) 2(C,G) 3-4(D,H) 5(A,E)	ENGLISH 10 PowerTeacher Pro	1										
1(C,G) 2(D,H) 3-4(A,E) 5(B,F)	MATHEMATICS 10 PowerTeacher Pro	3										
1(C,G) 2(D,H) 3-4(A,E) 5(B,F)	MATHEMATICS 10 IPP PowerTeacher Pro	12										

2. Click on the student's name located to the left side of the page.

ENGLISH 10  
9-12(A)

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**Today's Attendance Summary**

Abel, Joseph  
Anderson, Michael  
Bermudez, Roberto  
Burkart, Roy

3. Click the **TIENET** icon located to the right of the student's name.

PowerSchool SIS

Quick Lookup

Adam, Keri 9 40768 RSS

4. A popup window opens. Click the **TIENET** link located towards the bottom of the popup.

**TIENET** TIENET Indicator  
Adam, Keri

Unfinalized documents exists : No  
Document exists for any year : Yes  
Service or Diagnosis exists for any year : No

Information exists in TIENET but may not be accessible depending on security and user role.

Close

5. The student's Program Information profile page will open in a new browser tab.

TIENET

My Home Page > Adam, Keri (40768)

Profile Documents Events

Program Information | Edit | Print

Program Information

Paper-based Student Records

Paper Cumulative Record: No  
Confidential Record: No

Adaptations

Current Adaptations: Yes  
Previous Adaptations: Yes