

**Following are the instructions to access Harmony to review your student's grades, attendance and discipline records from your home via the Internet.

**These Instructions can also be found on our Web page.

**This program is best viewed with Microsoft Internet Explorer 5.5 or above and requires Javascript 1.1 or higher.

**This program will launch a new window to view/print reports, disable "Pop-Up" blockers for the program to work properly.

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BEFORE YOU ACCESS HARMONY FOR THE FIRST TIME, you will need to download an SSL certificate for security purposes. To do this:

1. Go to <http://www.logickey.com/logickey.cer>
2. You will receive a message saying that you have chosen to download a file--would you like to open it or save it to your disk--Choose Open
3. A box will open with a button at the bottom that says "Install Certificate". Click this button.
4. An Import Wizard will launch. Click "Next" two times, then click "Finish"
5. You will then be asked if you want this information added to your root store- click "Yes"
6. Then click Okay.

Once this is complete and the download was successful, you must close your web browser and reopen it so it will use the new information.

THIS PROCESS IS NECESSARY ONLY ONCE.

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TO ACCESS HARMONY

1. Go to the North Putnam Community School Corporation Web Page, Teacher / Parent Portal page.
<http://www.nputnam.k12.in.us/Harmony.htm>
2. Click on the building your student attends
3. Click on the Harmony logo
4. A Harmony School Management login screen will open.
Enter your user name and password and click "login"
5. You will be welcomed to Harmony and may click on the links on the left side of the screen to view your student's information.

When you are finished reviewing your student's academic record, please click "Log Out" to log out of the system.