

Gradebook: Establishing an Account

Welcome to Volusia County Schools Instructional Management Systems (VIMS). This system provides you access to your child’s attendance, grades and assignments 24 hours a day, 7 days a week, from any computer with an Internet connection. This access requires a confidential username and password that will be provided to you by your child’s school.

STEP 1 – ACCESS

1. To access the Volusia County Instructional Management System (VIMS) go to the Volusia County Schools Web site at: <http://myvolusiaschools.org/VIMS>
2. The VIMS Webpage will be displayed. Click the **Parents** link located on the left side of the page.
3. Click on the Gradebook Internet Viewer icon.
4. The **log-in screen** will be displayed.
5. Enter the login information that you received from your child’s school. Your Login ID and Password are case sensitive.
6. Click **Sign-in**.



The first time you log in a password prompt will be displayed. Enter the **Old Password** from the parent letter, then enter a **New Password** and click **Change Password**. Keep your password confidential.

STEP 2 – ADD YOUR EMAIL ADDRESS

1. Under **Options**, click **Profile**.
2. Your **Personal Information** will be displayed. Enter your **Email**, **click the button** next to the email address you just entered and click **Save**.

You may add multiple email addresses, but only one can be selected as Primary. The one designated as Primary enables you to use the “Forgot Password” feature. This is an important step.

