



HARDEMAN R-10 SCHOOL DISTRICT  
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660-837-3400 [www.hardemanschool.com](http://www.hardemanschool.com)

## INSTRUCTIONS TO OPEN THE PARENT PORTAL IN TEACHER EASE/COMMON GOAL (TE/CG)

**\*\*Be prepared to also have your email account open to receive and open any messages from Teacher Ease/Common Goal.\*\***

-Open the TE/CG program at [www.teacherease.com](http://www.teacherease.com)

-Click on the teal "Log In" tab and Insert your email address

-First time users, click on "Forgot Password?", otherwise, insert your password and login (Skip to @@ below)

-On Reset Your Password page, click "Reset Password Link" after checking that your email address is correct as shown, then close the TE/CG tab

-From your email files, open the email from TE/CG and click on the "http . . . . link"

-Follow the screens to reset your password and the program will tell you "Your Password has been reset"

-Continue logging into the TE/CG program

@@Now you are in and can click one of the quick links to open: Assignments, Grades, Attendance, etc. (Note:Report Cards may only be reviewed once all student grades are entered and the quarter has been closed.)

\*\*\*If you get an error, most likely your email address is not "Attached" to our child or children. Send a HELP email to me at [rleimkuehler@hardeman.k12.mo.us](mailto:rleimkuehler@hardeman.k12.mo.us) and I will add your email address or check your relationship and custodial status. Then I will send you a return email, so you can try again\*\*\*

As always, I can be reached at the school number address.

Rayetta Leimkuehler, Sec/Bkpr