   - If this is your first time accessing the Parent Portal and you do not have an account, please use the “Create an Account” section.
   - If you have an account setup, you can simply login with your user name and password (continue to Step 4).

2. Enter your information into the “Create Parent/Guardian Account” screen and click enter.
   - Your email address must be valid and follow the convention name@domain.com (i.e. jones@yahoo.com) Domains at .org, .edu, et al. are also acceptable.
   - If a user name is already taken, a warning will come up on the screen and suggest some other user names. You can select one of those or try another user name. For example: jonese is not available, but the following Login IDs are: jdoe jdoe jdoe jdoe jdoe
   - Your password must be at least 6 characters long. A combination of upper case, lowercase, numbers, special characters (i.e. !@<#$) and length will create the strongest password.
   - Enter the name of your student
   - Enter the Access ID and Access Password found on the bottom of the enclosed letter.
   - The relationship that you select is your relationship to the child (i.e. mother, father, aunt, uncle, etc).
3. A “Congratulations” screen will appear after successful completion of step 2. You will need to enter the user name and Password that you created to login and proceed to viewing your student’s information.