

How to Create a Parent Portal Account

Date 3/27/2015

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Prior To Implementation

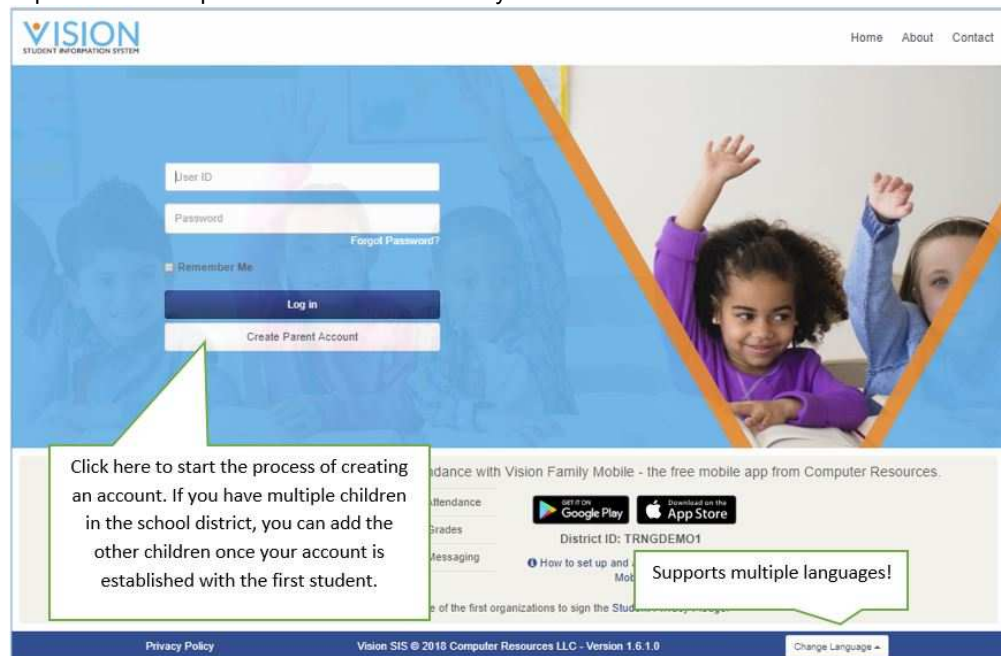
Receive a letter from the school including information needed to create an account with information as it is entered in the student's biographical record similar to:

Parent First Name: Martin
 Parent Last Name: Alampi
 Parent Login Name: (Enter whatever login name you like)
 Sarah Alampi's ID Number: 0430139

Resolution

1. Go to the **Parent Portal** website supplied by the school, similar to

<https://districtID.crportals.studentinformation.systems>



2. Click the **Create Account** link
3. Enter the **Parent First Name**, and **Parent Last Name** EXACTLY as it is on record with the school.

4. Create a **Parent Login Name**, this can be anything the parent wants.
5. Enter the **Student ID Number**.

Create Parent Account

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
User Name *	Student ID *
<input type="text"/>	<input type="text"/>
Email *	
<input type="text"/>	
Cell phone	Provider
<input type="text"/>	Select Provider ▼

Note: If both a cell phone number and a cell phone provider are entered and they can be validated then an account creation text will be sent to this number as well as to the supplied email address.

[Back to Login](#)

6. Click the **Create Account** button.

Your Account has been created.

An email has been sent to .com with your username and temporary password.

[Click here](#) to return to the login screen.

7. Check the email sent to the address indicated for the temporary password. You might need to check your Spam folder if you don't see it in your Inbox.

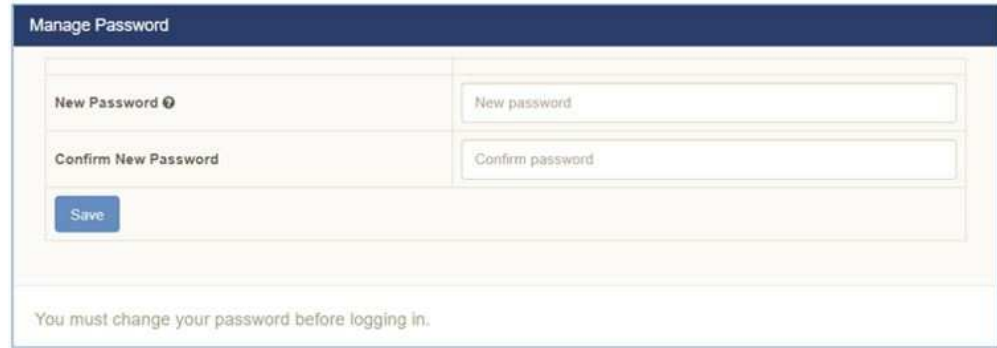
Your login information for /MMSGB/Parent/Default.aspx">http:///MMSGB/Parent/Default.aspx is:

Username: MAIamp
Password: 2569511

The first time you login, you will be required to change your password.
Please direct any questions to: @.com">[input type="text"/>.com.

8. **Click here** to return to the login screen and enter the new username and temporary password.
9. Click the **Login** button.

10. You will be required to change the password.



11. Enter the temporary password and then your new password.
12. Click the **Change Password** button and you will see your student's name.



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13. If you need to add another student to this account, go to **My Account > Add Another Student to this Login.**

Add Another Student to this Login

Enter the Student ID number below in order to associate that student to your account.

Student ID Number:

Submit

14. Enter the **Student ID Number.**

15. Click the **Submit** button.

Add Another Student to this Login

Your Account has been updated for this Student.

Enter the Student ID number below in order to associate that student to your account.

Student ID Number:

Submit

16. When you click the **Students** button, you will see both students.



[Sarah Alampi \(910 High School\)](#)

[Charles Alampi \(910 High School\)](#)

Additional Information How to Add Another Student to the Parent Portal Account, How to Create a Parent Portal Instruction Letter, Reset Parent Portal Account

Applies to Versions Web Portals: All Versions

Key Words Parent Portal, Create Account