

Parent Single Sign-On Parent Instructions



Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

Using single sign-on you will be able to see all of your children's academic information with a single logon.

The first time you logon to the parent portal you will see this screen. Before you can access your children's records you must create your account.

You will click on the button "Create Account" to begin the setup process.



Create Parent/Guardian Account

First Name

Last Name

Email

Desired User Name

Password

Re-enter Password

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian

Student Name	Access ID	Access Password	Relationship
1.	<input type="text"/>	<input type="text"/>	-- Choose
2.	<input type="text"/>	<input type="text"/>	-- Choose
3.	<input type="text"/>	<input type="text"/>	-- Choose
4.	<input type="text"/>	<input type="text"/>	-- Choose
5.	<input type="text"/>	<input type="text"/>	-- Choose
6.	<input type="text"/>	<input type="text"/>	-- Choose
7.	<input type="text"/>	<input type="text"/>	-- Choose

You begin by adding your personal information including your name and email address, user name and password. The email address, user name and passwords can be whatever you like but they must be unique. Passwords must have a minimum of six characters.

Once you have entered the information needed to establish your parent account you will go the bottom of the page to add your students information.

You will enter your student's name, the Access ID and the Access Password. These are the same logins and passwords that you have been using. You will also choose your relationship to the student from the drop-down box on the right. Note that both the access ID and access password are case sensitive.

Click Submit

If you see errors like those to the left, remember, email address and user name must be unique. You should input something different.

When you have successfully submitted your information you will see the congratulations screen. Now you may login with the user name and password you created into your account and see all of your student's academic information.

Congratulations! Your new Parent/Guardian Account has been created. Enter your Username and Password to start using your new account.

