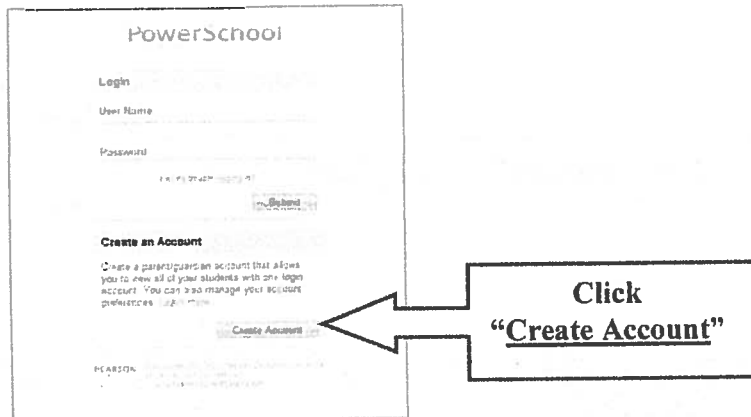


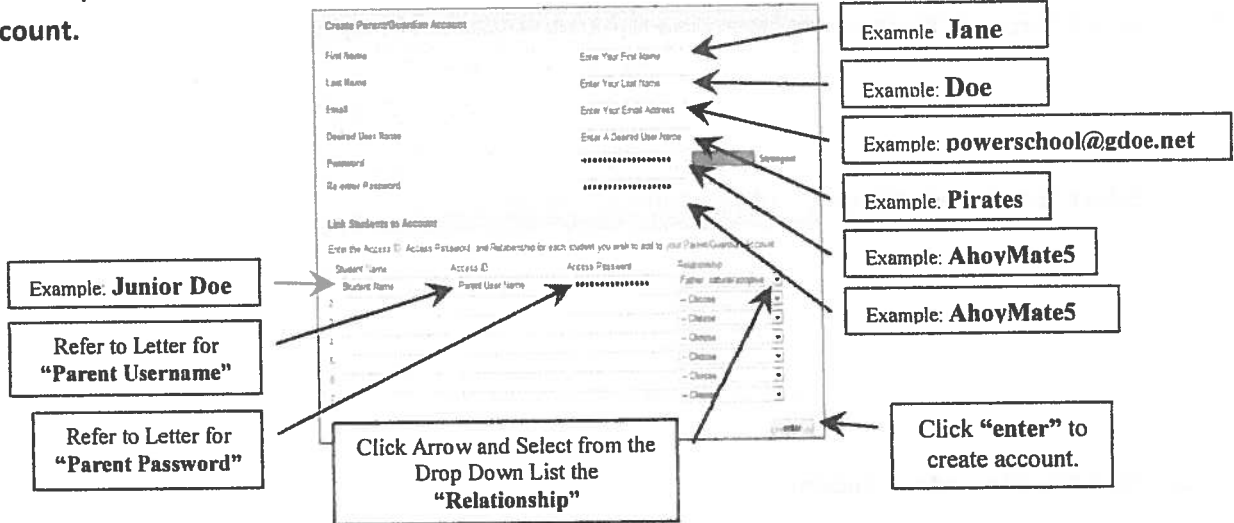
# Parent Portal Access Instructions:

## How to "CREATE USER ACCOUNT":

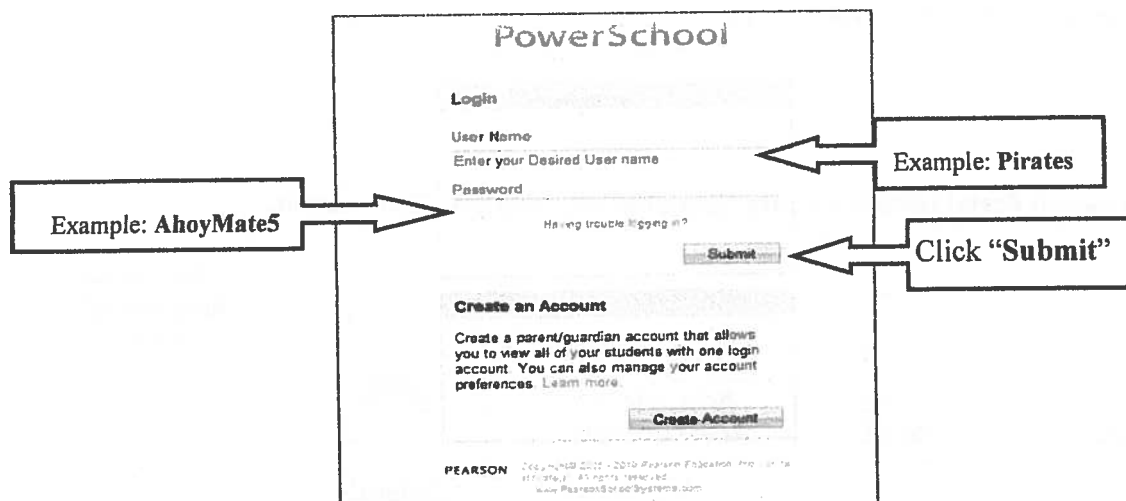
1. Log on and create account. Click Create Account.



2. Enter required information on the "Create Parent/Guardian Account" screen. Click "Enter" to create account.



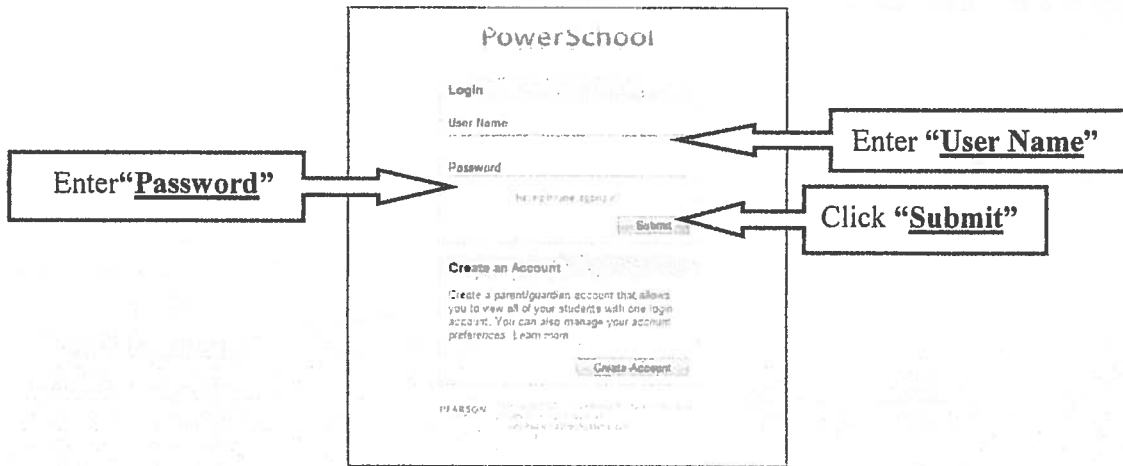
3. Log on screen appears. Enter "Desired User Name" and "Password" that was previously created.



# Parent Portal Access Instructions:

## How to "ADD" a Student(s):

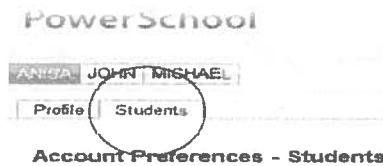
1. Log on to existing account. Click Submit.



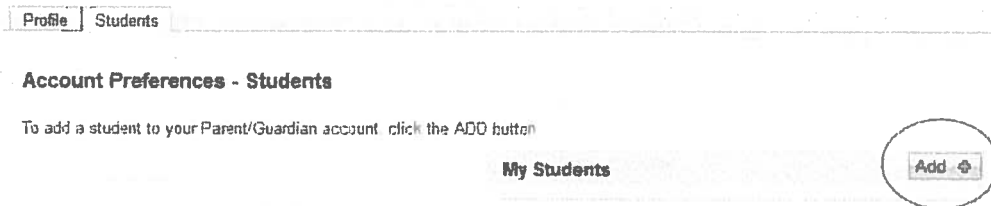
2. Select "Account Preferences" icon; top right hand corner of page.



3. Select "Students" tab; under other students names.



4. Click "Add" to add a student.



5. Refer to Parent Portal Letter and Enter Required Information. Click Submit.

