Creating a Parent Portal Account


2. Put in your student’s **Student Number** (ID number) and **Birthdate**. Click **Submit**.

3. Click on **your name**.

4. **Copy** the GUID number. **Do NOT copy the “GUID”**.

5. Click **Create Portal Account**
6. **Paste the GUID number** you copied on the previous page. Click **Submit**.

7. **Create your Username and Password**. Click **Submit**.

8. Click on **Back to Login**

9. **Log in** using your username and password.
10. Type in your Email address and confirm it. Reenter your parent portal password.

11. Click on the person icon in the top right. Click on Settings.

12. Click on Account Settings.

13. Click on Resend Verification Email.
14. Go to your Email and verify your Email (Check Spam/Junk folders if you don’t see it). You can now recover your password if you forget.