Parent Single Sign-On
Parent Instructions

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 "Create Account" tab to begin the setup process.

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 to the Link Students to Account to add your child(s) information.

You will enter your child'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. Repeat the process for each child. You can enter up to seven children. Click Enter at the bottom of the page.

Link Students to Account

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

1

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

3

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

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