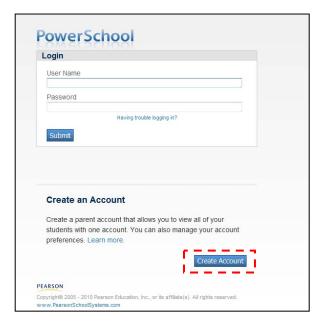# Parent Portal SSO

1. The parent will use the same web address for the **"Parent Portal."** However, the log in screen will look a little different.

   If the parent logs in using the original user name and password they will be logging in as his/her student.

   To combine students and/or create his/her own unique "ID" and "Password," the parent/guardian should click on the **"Create Account"** button.

2. The following **screen** appears.

   Under **"Create Parent Account"** the parent should enter:

   **Parent's First Name**
   **Parent's Last Name**
   **Parent's Email**
   Create a **Password**
   Re-enter the **Password**

   Under **"Link Students to Account"** the parent should enter:
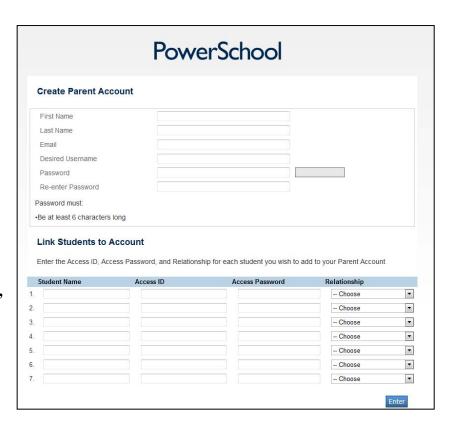
   **Student Name**
   **Access ID** (the student's user name issued to them in the original parent portal letter) preceded by a "p"
   **Access Password** (the student's password issued to them in the original parent portal letter). This is also the student's password.
   **Relationship** using the drop down menu.

   All the Parent's/Guardian's students may be added to one account.

3. Click **"Enter"**

**From this point on the parent/guardian will use the newly created "Username" and "Password" to log into the Parent Portal.**

Once created, when the parent logs in, the parent will be directed to the first student on his or her newly created student list. Across the top bar, the parent may click on any students they have added to his or her student list.

**Adding a Student:**

1.  To add a student to the current account after the account has been created, the parent may log in and click on **"Account Preference"** on the left-hand side of the page..



2.  They should click on the **"Students"** tab at the top of the page, and click **"Add+"** on the right hand side of the page.

    They should then enter the information for the additional student they wish to add.



3.  Click **"Submit"**