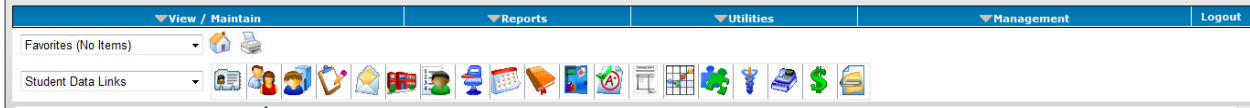


Email Address Entering & Parent Portal Access

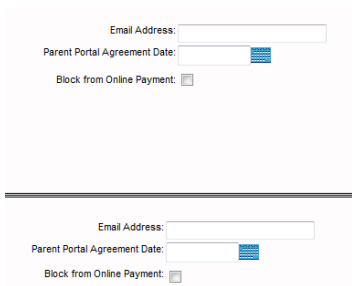
- Log into SIS
- Click on the “two people” icon



- Search for student
- Highlight student
- Click on “Primary Parents” tab
- Click “edit”



- Enter email into appropriate field:
 - Primary Parent and/or Primary Parent Spouse
- If parent wants access to Parent Portal—enter date into “Parent Portal Agreement Date” field

A screenshot of the 'Email Address' and 'Parent Portal Agreement Date' fields. The 'Email Address' field is empty. The 'Parent Portal Agreement Date' field is empty. There is a 'Block from Online Payment' checkbox which is unchecked.

- Parent will receive a password to their email account with instructions on how to access information.