


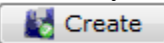
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# Creating Parent Portal Users

Use the following instructions to setup Parent Portal User accounts.

## Creating a Parent Portal User

Admin > Security > Portal Rights

- Click  **Add User**
- Enter the **Email Address** of the user (no Hotmail or MSN accounts)
- Enter the **Login ID** – this is user name that will be entered when logging into the system. The district should develop a format for Parent Portal logins to avoid creating multiple accounts for one user.
- Enter the **Description** – this is the user’s name
- Enter the **Password**
- Reenter the password in the **Confirm Password** box – it is entered twice to ensure accuracy
- Click 

**New User**

To create a new user, select the type of user you'd like to create, complete the form and click the create button. Internal users are associated with staff accounts while all other users represent individuals not directly employed by the district. These accounts must still be granted specific functional access.

**Identifier**

**User Type\*** Parent User ▼

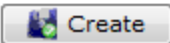

**Email Address\*** test@test.com

**Login ID\*** jdoe123

**Description\*** John Doe

**Password\*** ●●●●●●

**Confirm Password\*** ●●●●●●

This will create the user account. Next we must define the student(s) associated with this account.

General Access Control Notification

**Edit: jdoe123** [Return to list](#)

The identifier information serves as the "authentication" basis and "identity" basis for the user in question.

**Identifier** [Edit Identifier](#)

**Email Address\*** test@test.com

**Login ID\*** jdoe123

**Description\*** John Doe

**Start Page** Default

**Password\*** 5uMj4uhlAu0mbM6Gzkmzbw==

To associate the student(s):

- Click on the **Access Control** tab
- Click [Student Access](#)
- Click on [Edit Student Access](#)
- Use the check box(es) to select the student(s).
- Click [Save](#)

General Access Control Notification

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This view indicates which students this user will have access to within the context of the parent portal.

**Student Access**

Page Size: 3

	<u>Student</u>
<input type="checkbox"/>	████, █████
<input type="checkbox"/>	████, █████
<input checked="" type="checkbox"/>	Doe, John

All | A | B | C | **D** | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

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[Save](#) [Cancel](#)

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To send the User account information:

- Click on the **Notification** tab
- Click  Send Notification

General Access Control Notification

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This view allows you to send the preconfigured message below to the user to which this account belongs. It is imperative that the proper email address is set up. It is also worth noting that their actual password will be sent to them in the email message while the message displayed on the screen contains the encrypted password.

**Email Notification**  **Send Message**

**Notification Message** The account information you requested is as follows:

    Login ID: jdoe123  
    Password: 5uMj4uhlAu0mbM6Gzkmzbow==

This will send the Login ID and Password to the user. The district is required to provide the URL (web address). This is not sent with the login information for security reasons. If a valid email address is provided and entered, the user will receive the email with their login information. The password visible on the screen is not the password, it is only an encrypted visual.