

Parent Portal Accounts

Requesting a parent portal account consists of several steps:

- 1st – The parent/legal guardian will register for an account on-line. The web address and directions for this request process is listed below.
- 2nd – The parent/legal guardian access for the requested students is verified by Technology staff.
- 3rd – The parent/legal guardian will then receive an email from the Technology staff, using the email account provided during the registration step, to notify them that their account is ready to be authorized. This last step must be done in person. Technology staff will schedule an appointment with the parent/legal guardian to come to the Technology Building, where the parent/legal guardian requesting the account will need to show his/her drivers' license and will sign an agreement form. A copy of the drivers' license and a copy of the signed agreement form will be kept on file in the Technology Department.

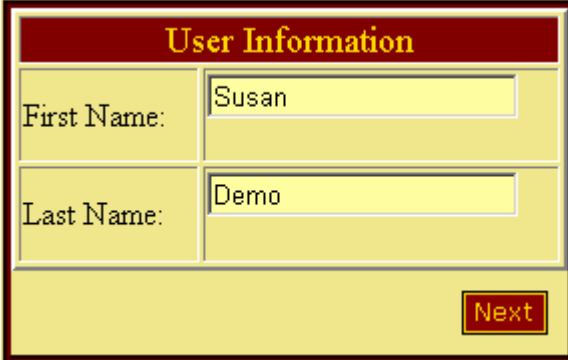
Registering for a Parent Portal account:

Go to the website: http://www3.dpsid.org/dpsid_parentportal

Click the Create Account link

Fill in your First and Last Name

Then click the Next button



User Information	
First Name:	Susan
Last Name:	Demo
Next	

Type in the Username that you want to use for your parent portal account.

Type in the password that you will use for your parent portal account.


*This password must be at least **7 characters** in length.*

Type in this password twice.

Type in your email address.

Type in a question of your choice, along with the answer. If you need to reset your password, this security question and answer will be used as a prompt to email your new password to you.

Lastly, click the Create User button.



User Information	
Username:	Demo
Password:	*****
Confirm Password:	*****
Email:	demo@dpsid.org
Question:	favorite dog
Answer:	Chili
Previous Create User	

This window will display.

Your next step is to enter the student Names for whom you would like to have access to through the parent portal.

Click the Continue button.



The screen shown below will display.

Fill in the Last Name and First Name and Middle Initial of your child.

*This MUST be the official birth name used by the school. Nicknames will not be recognized.

Fill in the Birth Date.

Fill in the Grade level.

Select the Campus where your child is currently attending.

Then click the Add Student button.

If you would like to request access for additional children, repeat the above steps.

Student Information	
User Name:	demo
Last Name:	Lucas
First Name:	Weaver
Middle Initial:	
Birth Date:	02/25/94
Grade:	08
Campus:	Bonnette Junior High
<input type="button" value="Add Student"/>	

A list of the requested student(s) is shown at the bottom of this screen.

*You can request access for additional students at any time. Any additional request will require the same three steps of registering the request and verification and on-site approval.

Requested Students						
	FirstName	LastName	MiddleInitial	BirthDate	Grade	Campus
Delete	Weaver	Lucas		02/25/94	08	Bonnette Junior High
Delete	Jared	Johnson		02/04/1994	8	Carpenter Elementary

When all students have been entered, then click the Logout link on the left side of the screen.

After requesting a parent portal account, verification and approval of access will be completed by Technology staff. If you have any problems or have any questions about the registration process, contact Sue Pike at spike@dpisd.org or 832-668-7456.