Parent Portal for District Staff – Registration Codes

No real student or parent data was used in this video. Not all states currently use Parent Portal.

Note: This video is for creating registration codes for your parents. If your state has registration codes as an option, then you will be presented with that option to upload parents. District Staff can choose this option if they do not have access to the parent's email address.

To begin, click the "Parents" option under the Settings dropdown menu. If you do not see the "Parents" option, this means your state does have Parent Portal turned on.

To add a new parent, click the Register Parent tab. Here you will choose between Parent Registration or Parent Upload.

Note: Whichever option you choose, you will be locked into that option for a whole year and cannot be changed during the school year.

Click Parent Registration and click ok when asked to confirm your selection.

Click Generate All Student Registration Codes to download the PDF or CSV file for all students in the district. This generates a file providing a student's name, registration code, and other relevant information for **ALL** students in the district.

If you would like to generate a PDF or CSV file with information for only those students registered since the last time codes were generated, click Generate New Student Registration Codes.

You can now provide a registration code to the parents. They will use that code to register their email address and then access their student's Individual Student Score Report.

Parents will need both the Registration Code and the state student ID for their students. To locate this, go to Students under the Settings dropdown. Your district will auto-populate.

Fill out your desired fields and click Search.

A table of currently enrolled students will be generated displaying the state student IDs.

To simply view parents' information that has been set up in the system, select the criteria from your state, district, and school. Click Search.

The table below generates any parents with those criteria. If you wish to edit a parent's information, click anywhere in that parent's row, and click Edit.

You may delete a student assigned to a parent or change that parent's email address.

If you need to do a quick add for a parent for whom you know their email address, click the Add Parent tab. Enter their email address and click add. This will prompt you to type in their SSID number. Click Submit to add the new parent.

Please see the Parent Portal Manual for District Staff for more information or additional help.