

How to create a Parent Portal for Teachers/Administrators

Click the Parents tap in the blue ribbon at the top of the page:



Click the Create Parent Profile tab:

Parents **Create Parent Profile**

All fields are required. Please fill out the form completely.

Login Enabled

User Status

First Name

Last Name

Login ID (email)

Add Student

Students

First Name	Last Name	Username	Student ID
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Enter the parent's first-last name and email. Their email will be their username.

Next, add the student by typing the students name in the box and select the student from the list once you see the correct student.

Click Add, click Save

All fields are required. Please fill out the form completely.

Login Enabled	<input checked="" type="checkbox"/>
User Status	Active ▾
First Name	<input type="text" value="Steven"/>
Last Name	<input type="text" value="Hornyak"/>
Login ID (email)	<input type="text" value="stevenhornyak@email.i"/>

Add Student

Students

First Name	Last Name	Username	Student ID
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Last, click Send Confirmation

This will send a confirmation email to the parent with a link from Odysseyware to create their password. I would ask them to save the website in their favorites to make it easier to find. This email is time sensitive.

Students

First Name	Last Name	Username	Student ID
Mickey	Mouse	mickeymouse	Disney