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