

Parent Portal Registration

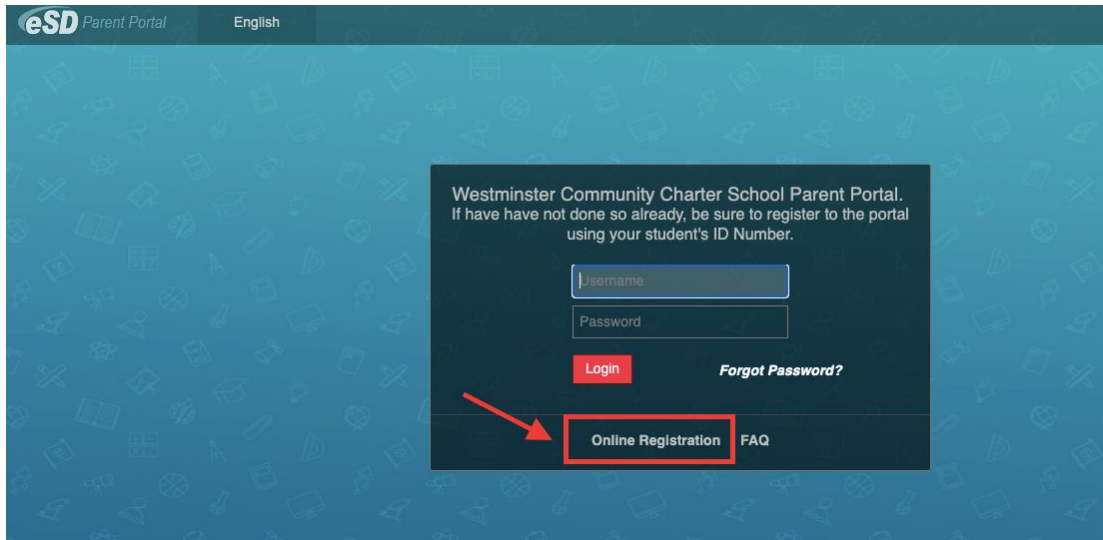
Setting up a Parent Portal account allows parents and guardians to view their child’s assignments, report cards, attendance, and assignments. Follow the directions below to register.

****Note: You will need the 900 number (ID number) for each child you will be adding to your account. If you do not have the 900 number, reach out to your child’s teacher. ****

1. Go to the Westminster website: www.westminsterccs.org. Under the “For Families” tab, click on “Parent Portal”.



2. If you already have a username and password, use them to log in here. If it is your first time logging in, click on “Online Registration”.



3. Fill in the boxes for “Account Information”. Note: the school district is ‘WestminsterCSD’. Be sure that the email address you provide is valid, you will be receiving an automated email at the end of the registration process.

Welcome to Parent Portal Registration!

Account Information Personal Information Student Information

STEP 1: Please enter your parent portal information below.

* School District **Input 'WestminsterCSD' as the school district. Follow the prompts and fill out all of the boxes.**

(Start typing your school district then select your district in the list)

* Username

(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

* Email Address

(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password

(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

4. Fill in the boxes on the 'Personal Information' page. This is information about the parent or guardian (the adult). Student information is in the next section.

Welcome to Parent Portal Registration!

Account Information **Personal Information** Student Information

STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.

Fill in all necessary boxes with your information (parent/guardian info). Then, click 'Create Account Information'

* First Name

Middle Name

* Last Name

* Street Address

Apartment

* City

* State

* ZIP Code

* Phone - - x

[Back to Account Information](#) [Create Account Information](#)

5. Fill in the boxes for 'Student Information'. You may add all students that you will need access for. Note: You will need each student's 900 number (their ID number). If you do not have the 900 number, reach out to your child's teacher.

Welcome to Parent Portal Registration!

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s)
Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School
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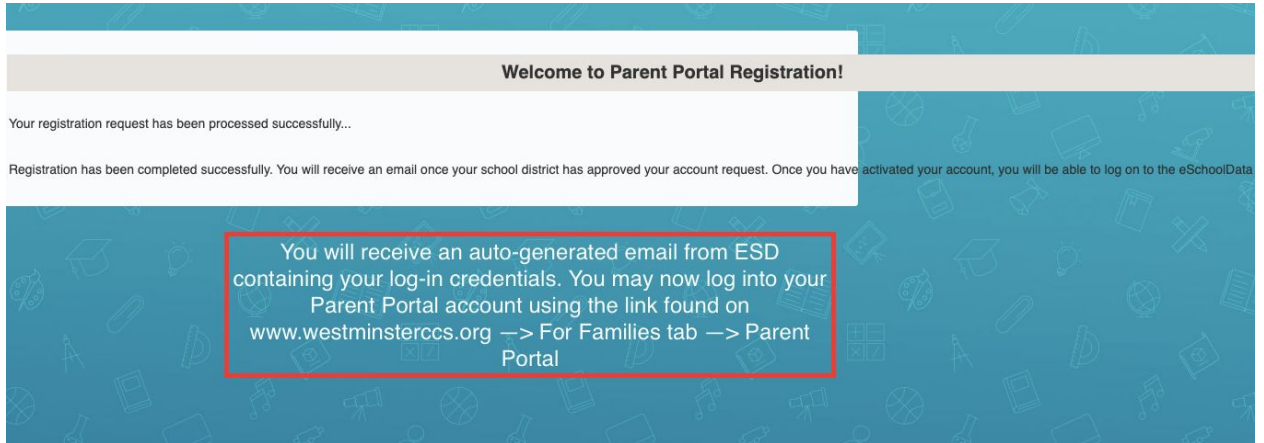
Add Student

* ID Number * First Name * Last Name

* School * Grade

Add ALL students you want linked to your account. You will need their student 900#'s. If you do not know the 900#, ask your child's teacher.

6. You will receive an auto-generated email sent to the email address you provided with your log-in credentials. Your account will be reviewed by the account administrator and will be available in about 2 business days.



Your registration process is complete! Once your account is activated by the account administrator, you can log in at any time to view your child's assignments, grades, and report cards.