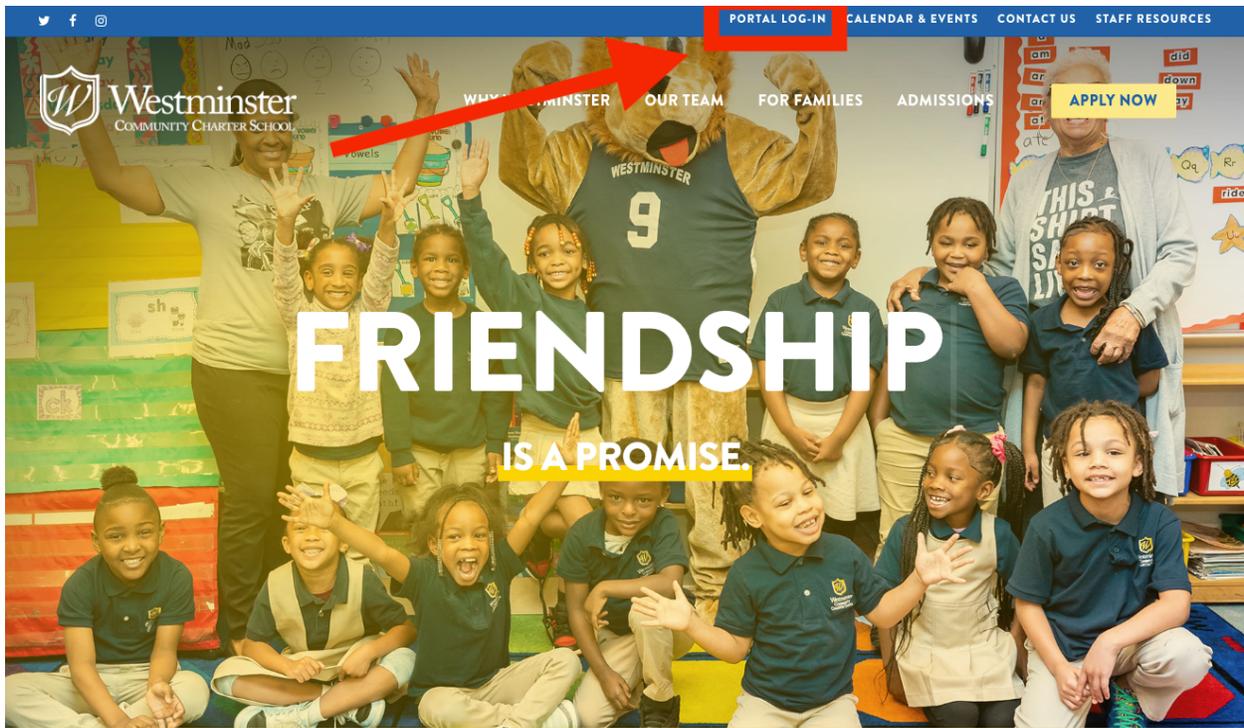


Parent Portal Registration

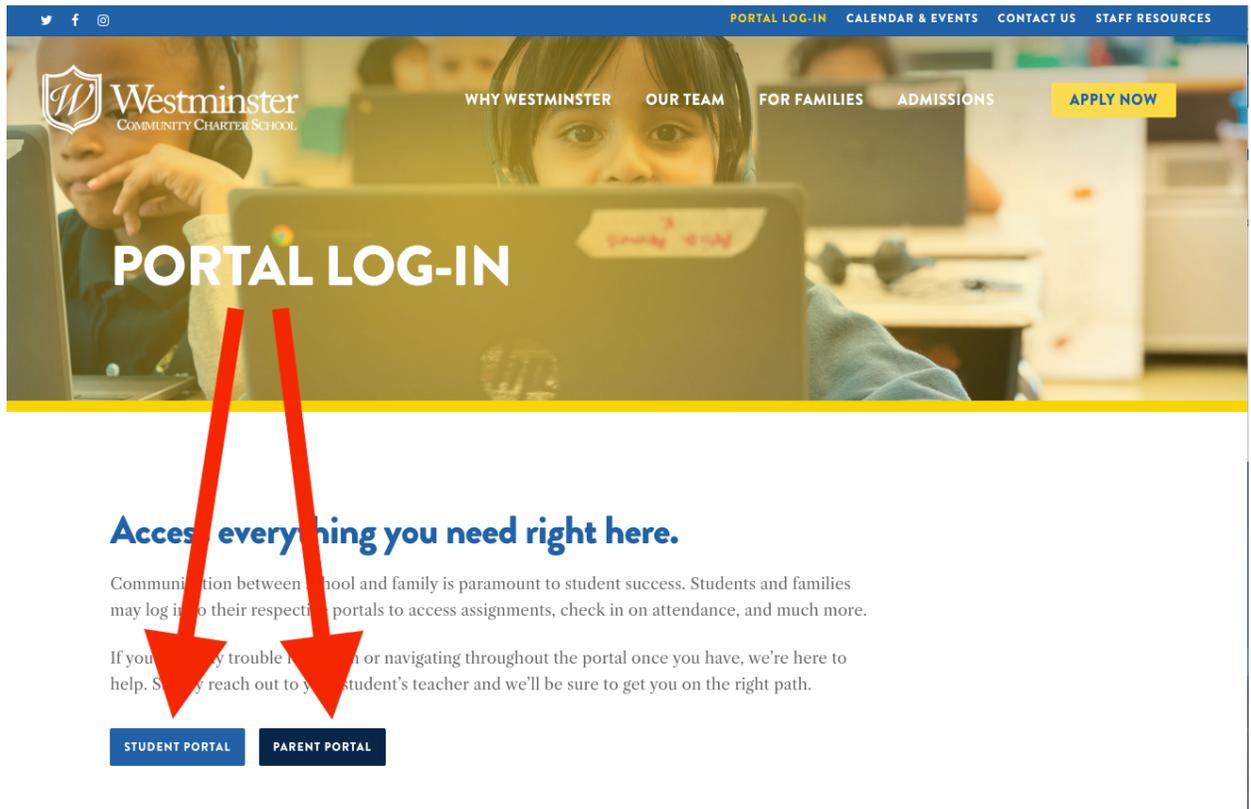
Setting up a Parent Portal account allows parents and guardians to view their child's assignments, report cards, attendance, and assignments. Follow the directions below to register.

****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. ******

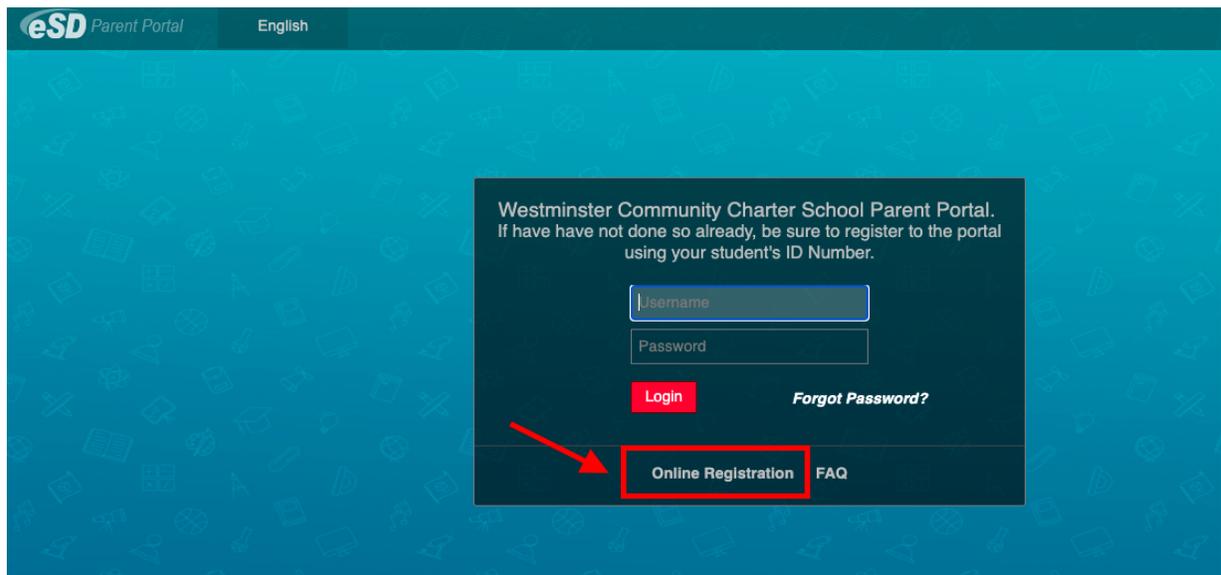
1. Go to the Westminster website: www.westminsterccs.org. At the top of the page, click on "Parent Portal".



2. On the next page, you can select to log into either the “Parent Portal” or “Student Portal”.



3. 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”.



4. 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.

The image shows a registration form titled "Welcome to Parent Portal Registration!". It has three tabs: "Account Information", "Personal Information", and "Student Information". The "Account Information" tab is active. Below the tabs, it says "STEP 1: Please enter your parent portal information below." The form contains several fields with red annotations:

- * School District:** A dropdown menu with "WestminsterCSD" selected. A red box highlights this field, and a red arrow points to it from a text box that says "Input 'WestminsterCSD' as the school district. Follow the prompts and fill out all of the boxes." Below the dropdown is the instruction: "(Start typing your school district then select your district in the list)".
- * Username:** An empty text input field. Below it is the instruction: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)".
- * Email Address:** An empty text input field. Below it is the instruction: "(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:** An empty text input field.
- * Password:** An empty text input field. Below it is the instruction: "(Should be a minimum of 6 characters with at least 1 number)".
- * Confirm Password:** An empty text input field.

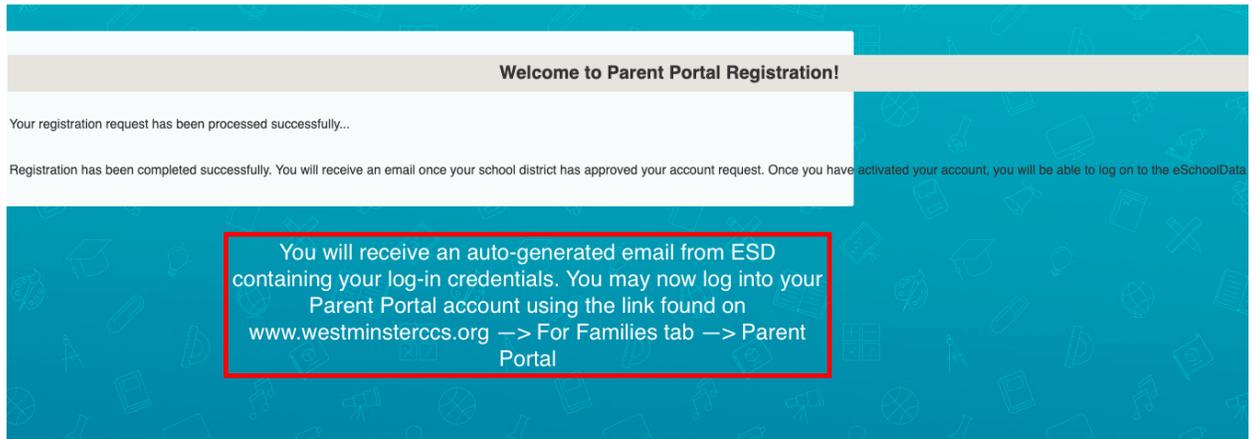
5. Fill in the boxes on the 'Personal Information' page. This is information about the parent or guardian (the adult). Student information is in the next section.

The screenshot shows the 'Personal Information' section of the 'Welcome to Parent Portal Registration!' page. It features a navigation bar with 'Account Information', 'Personal Information', and 'Student Information'. Below the navigation bar, a message states: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form includes fields for First Name, Middle Name, Last Name, Street Address, Apartment, City, State (a dropdown menu), ZIP Code, and Phone. A red note on the right side says: 'Fill in all necessary boxes with your information (parent/guardian info). Then, click 'Create Account Information''. At the bottom, there are two buttons: 'Back to Account Information' and 'Create Account Information'.

6. 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.

The screenshot shows the 'Student Information' section of the 'Welcome to Parent Portal Registration!' page. It features a navigation bar with 'Account Information', 'Personal Information', and 'Student Information'. Below the navigation bar, a message states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' The form includes a table for 'My Student(s)' with columns for ID Number, First Name, Last Name, Grade, and School. Below the table, there is an 'Add Student' section with fields for ID Number, First Name, Last Name, School (a dropdown menu), and Grade (a dropdown menu). There are two buttons: 'Add student to the above list' and 'Clear'. A red note on the right side says: '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.' At the bottom, there are two buttons: 'Previous' and 'Final Registration!' (which is highlighted with a red box).

7. 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.