

Parent Portal Instructions

The Parent Portal Agreement form must be turned in to the main office before your account can be created. The form is available at school or on the website.

The account is only created one time. All of your children can be added to the same account. Once the Parent Portal Agreement Form is turned in for each child, you will receive an Access ID and Access Password *for each child from the school they are attending.*

To set up a first-time Parent Portal Account, follow the steps listed below:

- 1) Log into the Internet and type <https://ps.fraser.misd.net/public>
- 2) Go to **CREATE AN ACCOUNT**
- 3) Type your **FIRST NAME**
- 4) Type your **LAST NAME**
- 5) Type your **EMAIL ADDRESS**
- 6) Create a desired **USERNAME**. It is case sensitive so we recommend all lowercase alpha or numeric letters (or a combination of both). Do not use spaces or symbols.
- 7) Create a **PASSWORD**. It must be at least six characters and you may use alpha or numeric letters (or a combination of both). Do not use spaces or symbols. We do not store your password. Please write it down in a safe place.
- 8) Go to **"Link Students to Account"**
- 9) Type **student's first and last name**
- 10) Under Access ID type the **Access ID** you received from the school. (This is the only time you will use this access ID.)
- 11) Under Access Password, type the **Access Password** you received from the school. (This is the only time you will use this access password.)
- 12) Under **Relationship** select mother, father, etc.
- 13) Click **ENTER**
- 14) The Parent Portal home page will now appear. Log in with the Username and Password you created.

TO ADD A STUDENT TO AN EXISTING PARENT PORTAL ACCOUNT:

- 1) Log into your account
- 2) Go to **ACCOUNT PREFERENCES** on the left side of page
- 3) Go to **ADD**
- 4) Select the **STUDENT** tab near the top
- 5) Type **NAME** of student to be added
- 6) Type their **Access ID** you received from their school
- 7) Type their **Access Password** you received from their school
- 8) Under **RELATIONSHIP** select mother, father, etc.
- 9) Click **SUBMIT**
- 10) You will now see a tab near the upper left with the newly added student's name.