Creating A New Parent Portal Account with Alternate Verification Procedure

Creating a New Parent Portal Account

1. Go to the Parent Portal Login Page and click "***Create New Account***"
2. Ensure "**Parent/Guardian**" type is selected, click "***Next***"
3. Enter email address (twice) you want to register your account under, then Enter password (twice) you want to use for logging into the Parent Portal, click "***Next***"
   - Disregard the "Email Code" on the next screen, close this window
   - The system will send a verification email to the email account you entered
4. Log into the email account you registered under to retrieve the verification email from step 3, click on the "***Confirm This Email Address***" link contained in the email.
   - If you do not see the email, check your spam or junk folder
   - A new browser window will open stating you've confirmed your email address
5. Click "***Return to Login Page***" and log in with your email address and password used from step 3.

Alternate Verification Procedure During School Closures (new temporary process)

In order to have access to student data, the student must be LINKED to the parent portal account created by the steps above. A student can be linked by entering the **Student ID#**, **Primary Phone #**, and **Verification Code or VPC** on the Student Verification Screen in the Parent Portal.

In order to obtain this information a parent MUST FIRST be VERIFIED by submitting a **Photocopy of ID** <u>and</u> a **Parent Access Form via <u>email or mail</u> at this time** in lieu of the normal method of visiting the school:

1. **Photocopy ID**
   - Acceptable Forms: DMV ID/driver license, Passport, Green card, Consulate ID.
     i. Scan or take photo and email copy to your school registrar. For registrar email list, visit www.pusd.us/enrollment
     ii. For physical mail in, contact Office of Enrollment at (626) 396-3639 (leave a voice message)

2. **Parent Access Form**
   - Available from Parent Portal Resource Page > click language option from left side menu
     i. Best to access using a desktop/laptop computer and not a mobile device (tablet/smartphone)
   - **Print**, **Fill Out**, **Sign** then:
     i. Scan or take photo and email to your school registrar. For registrar email list, visit www.pusd.us/enrollment
     ii. For physical mail in, contact Office of Enrollment at (626) 396-3639 (leave a message)

   Note that both items above can be included in the same email when emailing your school and should be sent from the registered email account. Once verified, information on how to proceed will be provided via email response.