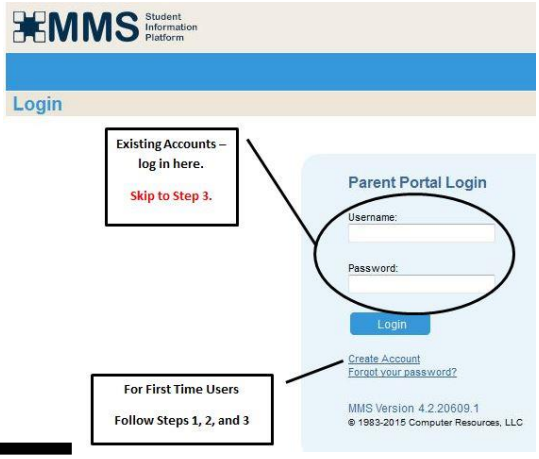
# Parent Portal

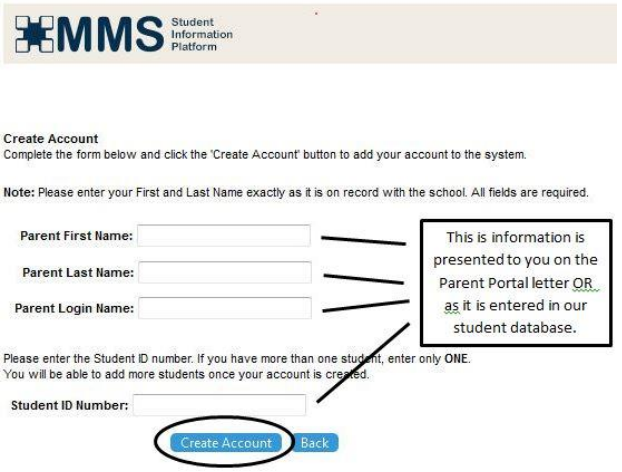
A **Parent Portal account** is required for parents/guardians in **grades K-12** in order to complete the "**Back To School Online**" registration process and all of your children in our schools must be associated with it. In addition, the **Parent Portal account** provides parents/guardians of students in **grades 5-12** with secure online access to information regarding their child's **academic progress**, including grades, attendance, and schedules. To access the portal, go to **http://parentportal.uscsd.k12.pa.us** or go to our website and click on the Parent Portal icon.

Note that the login box is entitled "**Parent Portal Login**" on the screen.




- If you have **previously created an account**, just enter your username and password to login. **Skip to Step 3** in this document for instructions on how to add students to your account.
- If you are a **first time user**, click on "**click here**" to **create your account** and follow the steps below. (All of this account information was included in the Back to School packet that was mailed home.)

## Step 1. Creating an Account




- Enter your **First and Last Name** exactly as it appears on record with the district.
- Enter the **Login Name** you want to use, such as a combination of your first and last name (e.g., JohnStewart).
- Enter the **Student ID Number** which the district has assigned your child. If you have more than one child, enter one and you will be able to add others later.
- Click the **Create Account** button.
- The web site will display a message telling you that your account has been created and that **an email has been sent to you with your username and temporary password**. An email is sent to the parent email address that is listed in our student database.
- Choose "**Click here**" to return to the login screen.

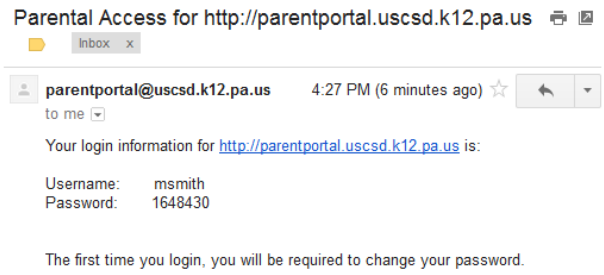
***What if I get an "error" message?***

Send an email to **parentportal@uscsd.k12.pa.us** and include the student's ID number, his/her date of birth, your name, and your email address. An email notification with directions on how to proceed with your Parent Portal registration will be sent to you.

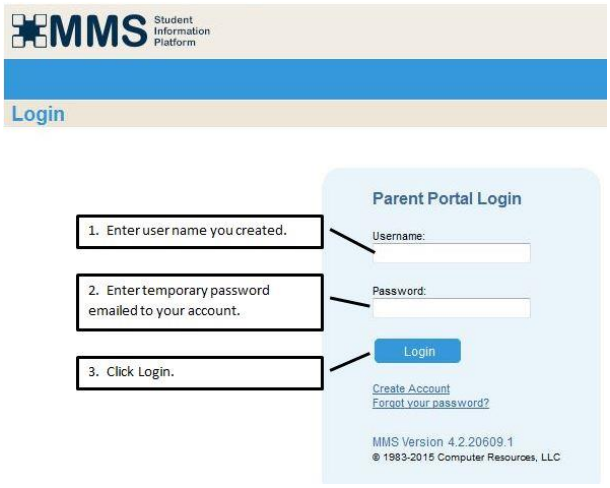
# Step 2. Logging into the Parent Portal for the First Time

- **Minimize the login screen**, keeping the Parent Portal login window open, and **log in to your personal email account** which you used to create your Parent Portal account.

- There should be an email with a subject line of "Parental Access for http://parentportal.uscsd.k12.pa.us." Open it to **retrieve your username and temporary password**.

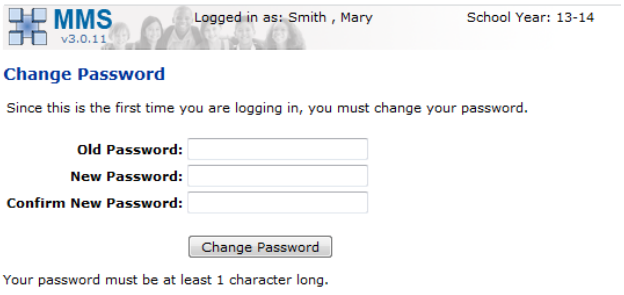



- Return to the parent login screen. Enter your **Username** (which you created), your **Temporary Password** (from the email notification), and click on the **Login** button.




- The first time you login with your **temporary** password, you will be required to change your password.

  - ✓ Enter your **Old Password**.
  - ✓ Enter a **New Password** that you create (up to 20 alpha/numeric characters).
  - ✓ Enter your **New Password** again to confirm it.
  - ✓ Click on **Change Password**.



# Step 3. Adding other Students in your Family to your Account

***Please note … adding another student can only be done when a user is logged in as a Parent.***

Once you have logged into the Parent Portal for the first time, you will be able to add other students to your account. When a parent initially creates an account, one student ID is associated with that account. If you have other students in the district, those students can also be associated with the account and **need to be before you begin your "Back To School Online" registration**.

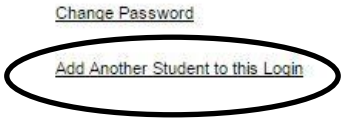
A. Log in to the **USCSD Parent Portal** using your personal credentials.

B. Click on the **My Account** tab.

C. Click on **Add Another Student to this Login**.

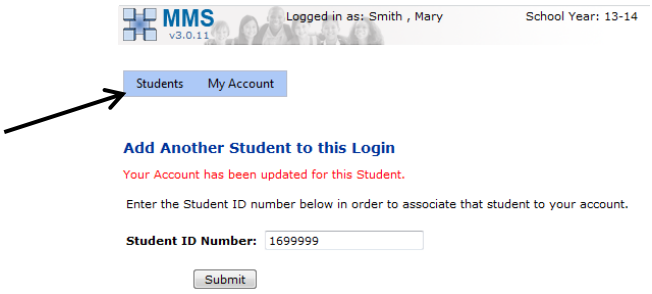
D. Enter the **Student ID Number** that you want to add to your account.

E. Click on **Submit**.




***If successful, you'll get a message like this …***

- Repeat the process to add additional students.
- When finished, click on the **Students** tab near the top of the screen. (Always start at the **Students** tab when looking for information about your child.)

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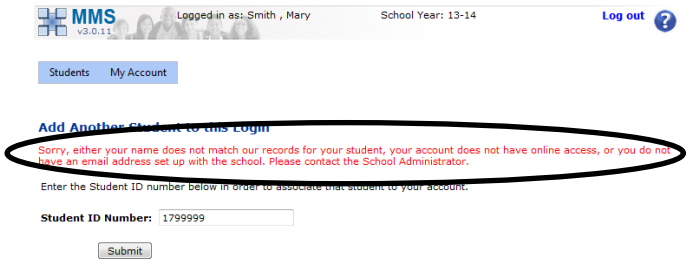


***What if I can't remember by user name and/or password?***

If you know that you created an account previously but cannot remember your login information, go to the Parent Portal login screen and then click on the link for "Forgot your password?" You will have to provide your email address and your first and last name as they appear in our student database. An email will be sent to your inbox showing your user name and a temporary password. You will then log into Parent Portal with those credentials and change your password.

**Email parentportal@uscsd.k12.pa.us with any questions you may have about using the USCSD Parent Portal.**