Student Portal Account Created
Login and Changing Password Instructions

The student will receive an email which includes a link to the portal, their Username and Password.

This is the login screen (this is the same web address parents use for their portal accounts). Students will enter their gmail email.

Highlight the password in the email, right click, select Copy.
Once logged in, to change password:

Paste the password from the email into the Old Password field, then create a new password.

Click on any of the tabs to view information.

If a student forgets their password, from the login page, select **Forgot Password**.
Incoming 9th Grade Student – Course Requests Entry
Current 8th grade students will have an account with their middle school and an account with the high school as a pre-enrolled 9th grade student.

To access the Course Request Entry screen, go to Change Student in the upper right corner of the screen. Select the account for the high school.

Course Request Entry screen, go to Student Info → Course Requests Entry