

Instructions on how to add Email/Password in Parent Portal:

- Login in to Parent Portal
- Click on the person icon in upper right hand corner, click 'Settings'



- Click 'Account Settings'



- Click 'Add' and enter email information. Be sure to click 'Save' at the bottom of the page.

A screenshot of the 'Account Settings' form. The top section is 'Account Security Email' with 'No data' and an 'Add' button (with a red circle '4' and an arrow pointing to it). Below is a 'Password' section with a blue bar and the text 'Contact your System Administrator to change your password.' The main section is 'Add Email' with the instruction: 'Please enter the email address that can be used for security purposes. An email will be sent to verify the change.' It contains three input fields: 'New Account Security Email *', 'Confirm New Account Security Email *', and 'Enter Campus Password *'. A red circle '5' with three arrows points to these three fields. At the bottom left is a blue 'Save' button.

Note: You will need to verify your email via the link sent to the email address used. If you did not receive an email, you may request another email. You will then be able to reset your password:

A screenshot of the 'Account Settings' form. The 'Account Security Email' section shows an email address and an 'Add' button. The 'Unconfirmed Account Security Email' section shows an email address and a 'Resend Verification Email' button (with a red arrow pointing to it). The 'Password' section shows a masked password and an 'Update' button (with a red arrow pointing to it).