

Parents

1. To access the grade book as a parent, click on the "Parent Logon". Note that the login box is entitled "MMS Parent Portal Login".
2. If you have an established account, enter your **User Name** and **Password** and click on **Login**. Note that parent passwords are not case-sensitive.
3. If you are a first time user, click on **click here** to create your account and follow the steps below.
 - Enter your **First and Last Name** exactly as it appears on record with the school.
 - Enter the **Login Name** you want to use such as a combination of your first and last name (e.g., *JohnEdwards*).
 - Enter your student's **Student ID Number**. If you have more than one student, enter one and you will be able to add others later.
 - Click the **Create Account** button.
 - The grade book will display a message telling you that your account has been created and that an email has been sent to you with your user name and temporary password.
 - **Click here** to return to the log in screen.
 - Minimize the log in screen and go to your email account. There should be an email titled *Parental Access for*. Open it to retrieve your User Name and Temporary Password.
 - Return to the log in screen. Select *Parent*, enter your **User Name** and **Password** and click on **Login**.
 - The first time you log in with your temporary password, you must change your password.
 - Enter your **Old Password**.
 - Enter your **New Password** (up to 12 alpha/numeric characters). Note that parent passwords are not case-sensitive.
 - Enter your **New Password** again to confirm it.
 - Click on **Change Password**.
 - You will now have access to the grade book Parent Portal.