

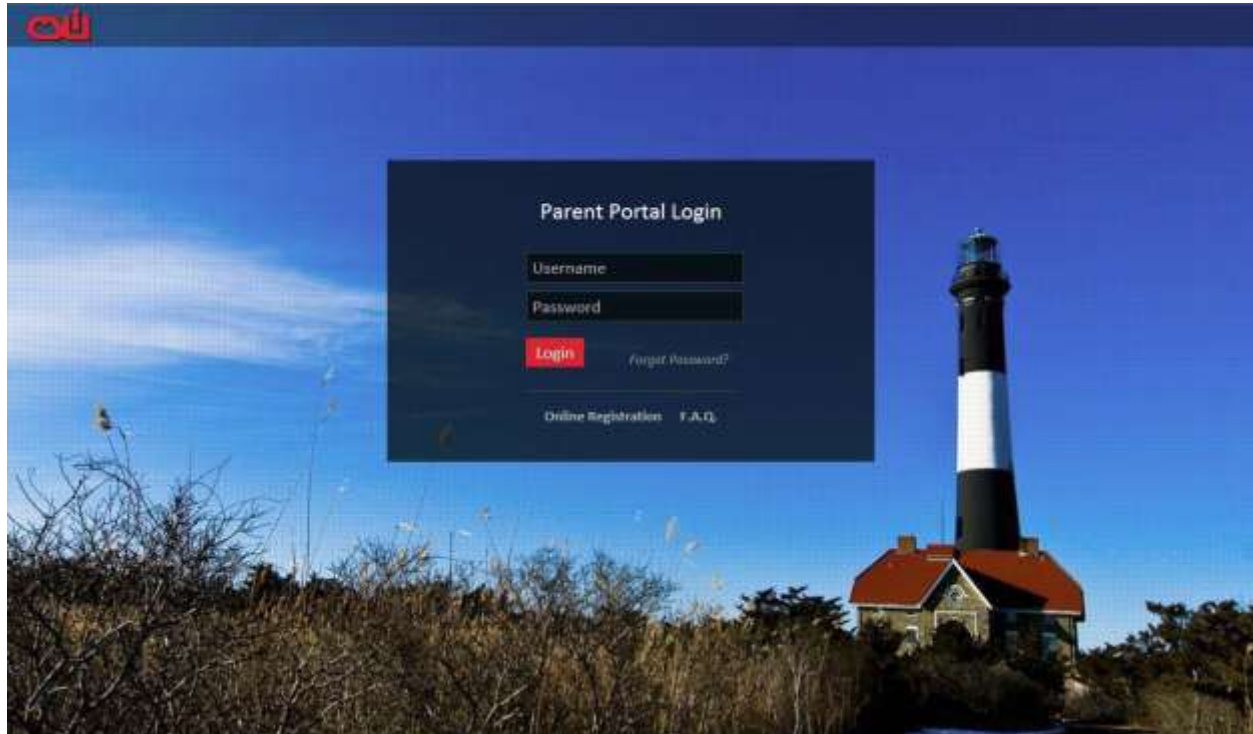


## Parents Request Portal Accounts

**Step 1: Parents will need to go to**

<https://web4.schoolport.org/plexus/parentportal/>

Parents will view this screen as their log on screen. If they already have accounts, parents will enter their **Username** and **Password** to access information regarding their child.



## **Step 2: Request a new account**

To establish a new parental/guardian portal account, click **Online Registration**. Enter the required information on the Account Information screen, and click the **Create Account Information** button at the bottom of the screen. Once the parent has completed the registration screens, a request for approval will be sent to the portal administrator.



Registration

Account Information

Personal Information

Student Information

**Welcome to Parent Portal Registration!**  
**STEP 1: Please enter your parent portal logon information below.**

\* School District: Demo SD  
(Start typing your school district then select your district in the list)

\* Username: MAbbound  
(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

\* Email Address: mabboud@test.com  
(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

\* Confirm Email Address: mabboud@test.com

\* Password: \*\*\*\*\*  
(Should be a minimum of 6 characters with at least 1 number)

\* Confirm Password: \*\*\*\*\*

\* Authentication Question: What's your pet name? ▾

\* Authentication Answer: Riley

[Create Account Information >>](#)

**\*School District:** Required. When parents/guardians start typing in the **School District** field, a dropdown list will automatically populate with existing CSIU School District names. Parents can select the name from the dropdown list or continue typing in the complete School District name as it appears in the dropdown list. If your district does not display, notify CSIU.

**\*Username:** Required. A **Username** must be a unique within all CSIU districts. The same Parent Portal is used by multiple CSIU school districts. Up to 50 characters.

**\*Email Address:** Required. An email address is a unique way to identify a parent/guardian. Email address may be up to 50 characters long. **NOTE:** An email account can only be attached to one Parent Portal account. If a husband and wife each want their own Parent Portal accounts, then they must use two separate email addresses.

**\*Confirm Email Address:** Required. Parent/Guardian must enter the email address again to verify the email address.

**\*Password:** Required. Enter a password. Password must be a minimum 6-character value with at least one number.

**\*Confirm Password:** Required. Parent/Guardian must enter the password again to verify the password is entered correctly entered by confirming the Password.

**\*Authentication Question:** Required. Select a question from the drop-down list. An authentication question can be used by the system to verify a parent when they have forgotten both their Username and Email Address.

**\*Authentication Answer:** Required. The authentication answer is used by the system to verify a parent when they have forgotten both their Username and Email Address.



Click the **Create Account Information** button to continue to the Personal Information tab.

**Step 4: Enter Personal Information**

The Personal Information is used to validate the Guardian's information. During the administrator approval process if a field does not match the field on the school records during the link account process, the field will be highlighted in red. An administrator can still link the account even when the fields do not exactly match. Enter the required information on the Personal Information Screen.

The screenshot shows the "Parent Portal" registration page. At the top, there are logos for "Student Information Syst" and "CENTRAL SUSQUEHANN INTERMEDIAT". The page title is "Registration". Below the title, there are three tabs: "Account Information", "Personal Information" (which is selected), and "Student Information". A message box states: "STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file." The form contains several fields, some of which are marked with a red asterisk to indicate they are required. The fields and their values are: First Name (Marie), Middle Name (empty), Last Name (Abbound), Street Address (Powells Mountain Lane), Apartment # (empty), City (Port Carbon), State (Pennsylvania), ZIP Code (17966), and Phone (122 - 555 - 7790). At the bottom of the form, there are two buttons: "<< Back to Account Information" and "Create Personal Information >>".

- First name:** Required. The system will match the entered first name with the Guardian record of the student during the approval process.
  - Middle Name:** Optional.
  - \*Last Name:** Required. The system will match the entered last name with the Guardian record of the student during the approval process.
  - \*Street Address:** Required. The system will match the entered street address with the Guardian record of the student during the approval process.
  - Apartment #:** Optional.
  - \*City:** Required. The system will match the entered city with the Guardian record of the student during the approval process.
  - \*State:** Required. The system will match the selected state with the Guardian record of the student during the approval process.
  - \*Zip Code:** Required. The system will match the entered zip code with the Guardian record of the student during the approval process.
  - \*Phone:** required. The system will match the entered telephone number with the Guardian record of the student during the approval process.
- Click the **Create Personal Information >>** button to save the Personal information and display the Student Information tab.



**NOTE:** All of these fields will help the Portal administrator decide if this is the correct guardian. If information is not an exact match, the guardian can still be linked up with their student(s).

**Step 5: Enter Student Information**

The Student Information tab is used to attach a guardian to a student. Once a parent/guardian has been successfully attached to a student, the parent/guardian will have access to all students to which the guardian has correspondent rights. Click the **Add Student to the above list** button after entering student information.

The screenshot shows the 'Registration' page with three tabs: 'Account Information', 'Personal Information', and 'Student Information'. A message box states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with columns for ID Number, First Name, Last Name, Grade, and School. One student is listed: ID Number 13569, First Name Vinnie, Last Name Abboud, Grade 2, and School Demo Elem School. Below the table is the 'Add Student' form with fields for ID Number, First Name, Last Name, School (dropdown), and Grade (dropdown). Buttons for 'Add student to the above list' and 'Clear' are present. At the bottom right are '<< Previous' and 'Finish Registration!' buttons.

**\*ID Number:** Required. The system will match the entered student's ID Number to display Guardians with correspondence rights to the student during the approval process.

**\*First Name:** Required. The system will match the specified first name with the Student record during the approval process.

**\*Last Name:** Required. The system will match the specified last name with the Student record during the approval process.

**\*School:** Required. The system will verify the student is enrolled in the selected school before saving the record.

**\*Grade:** Required. The system will verify the student is enrolled in the selected grade level before saving the record.

Click the **Add Student to the above list** button after entering student information.

Click the **Finish Registration** button to forward the registration request to the system administrator as a pending request. In addition, an email will be sent to the parent/guardian acknowledging that the account request has been sent to the district.

**NOTE:** A guardian will only need to enter one student to have access to all students the guardian has correspondence rights to.

**Step 6: Process Successful message**

After the guardian clicks the **Finish Registration** button, the system displays the following message:

# North Schuylkill Technology



Student Information System

Parent Portal

## Registration

Your registration request has been processed successfully...

Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.