

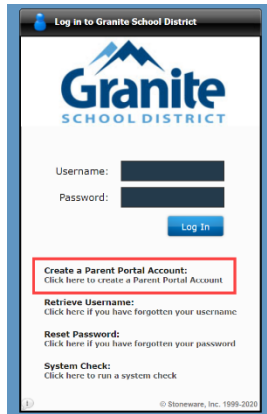
Parent Portal Initial Set up

Parents will need to go to the Parent Portal and set up their Portal Account to register their students online, view grades, attendance, test scores and pay for fees/fines.

NOTE: You may use **ANY** browser to sign up and use your parent portal account. You will need to download **ADOBE ACROBAT READER** to view your student documents, including **report cards** and **test results**.

Steps to Set Up a Parent Portal Account:

1. Go to <https://portal.graniteschools.org>
2. Click on **Create a Parent Portal Account:**



3. Read the information under the Parent Portal Registration bar.



Parent Portal Registration

The Parent Portal was created to give parents/guardians a single location for accessing information about all of their students, and their students' schools. Through the Parent Portal, you can see grades, attendance, report cards, and other information about your students. You can also access links to pay for school lunch, access coursework, access your school's webstore to pay fees, and other links to more detailed information about your students that may be available in other systems managed by Granite School District.

The information you provide when registering through the portal must match the information that your student's school has in the student information systems maintained by Granite School District. If you have more than one student, the parent/guardian contact information must exactly match for each student or the accounts will not link correctly. If the information does not match exactly, you will be given a general error message noting the failure of the registration process.

If you think the information you are providing is correct, it is possible that the information at the school has some errors in it. If you believe this to be the case, you will need to contact your student's school to have the information corrected before you can successfully register in the Parent Portal.

4. Fill in the information needed in the fields marked with an Asterisk *, then click **CREATE ACCOUNT**.
 - A. To create the account successfully, you will need to enter your first and last name **EXACTLY** as it shows in our Student Information System. If you are not sure how your name shows in our system, call your school secretary.
 - B. What you enter in the **DESIRED USERNAME** and **PASSWORD** fields, is what you will be using to log in to your Parent Portal account.

*Contact First Name Jane

*Contact Last name Doe

*Email janedoe@noemail.com

*Student ID 9999999

*Student Birth Date 01/01/2020

*Desired User Name janedoe Username is available

*Password

- Must be at least seven characters long
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special symbol (i.e. !, \$, #, %, etc.)

*Re-enter Password

Create Account

[Resend activation link](#)

- If all the information is correct and matches the information in our Student Information System, you will receive a message stating your account has been created and a link to activate your account has been sent to your email.



Email Notification

Your account has been created. A link to activate your account has been sent to your email.

- Go to your email account and click on the button that says, 'Activate your account now.'



- After clicking the button, you will be taken to a screen that says your account has been activated successfully. You can then click the 'portal login page', link that is provided.



Verify Account

Your parent portal account has been activated successfully. Click here to the [portal login page](#)

- After clicking on the link, you will be taken to the portal login screen. You may now enter in your newly created username and password to get into your Parent Portal account.

