

## Creating a New Parent Portal Account

Note: The instructions below will guide you through creating a Parent Portal account so that you can access your student(s) grades, attendance, class schedule, progress reports, and report cards online. You only need to do this process once even if you have multiple students attending multiple Richmond County schools. If after signing into the Parent Portal you do not see all of your students listed, please call the school for the missing student. Parents and guardians can have one account or each their own account. The accounts will show the same information.

**\*\*You will need your student's Student Number (300xxxxxx) in order to create a Parent Portal account. The Student Number can be found on Progress Report, Report Card, Census Verification. You can also ask the school for the Student Number\*\***

- 1) Go to <https://bit.ly/RCSSPPActivationKey> to lookup the activation key needed to link your Parent Portal account to your student's information.

a.

- b. Enter information in all fields requested to look up your student
- c. Click Submit

2)

- a. Click on your name to display the activation key
- b. The activation key will be the alpha-numeric key after GUID:
- c. Print, copy or write down your Activation Key
- d. Click Create Portal Account
- e. NOTE: This screen provides the activation keys for all parents or guardians identified for the household. We recommend that you print or save this information on your computer. NOTE: If you have a parent, guardian, or other person not associated with your household included on this screen, immediately contact your children's school.

- 3)
  - a. Paste the Activation Key from the step above in the field for the Activation Key
  - b. Click Submit

4) Select a username and password. Click Submit

- 5)
  - a. You have successfully created a username and login to access Parent Portal!
- 6) Click the Back to Login link
- 7) Login with your username and password

- 8)
- 9) Enter your email address to have on file with Parent Portal as well as your Parent Portal password.
- 10) Click Save. You are now logged into the Parent Portal.

11)