

Chowchilla School District
Parent Student Portal
Account Creation

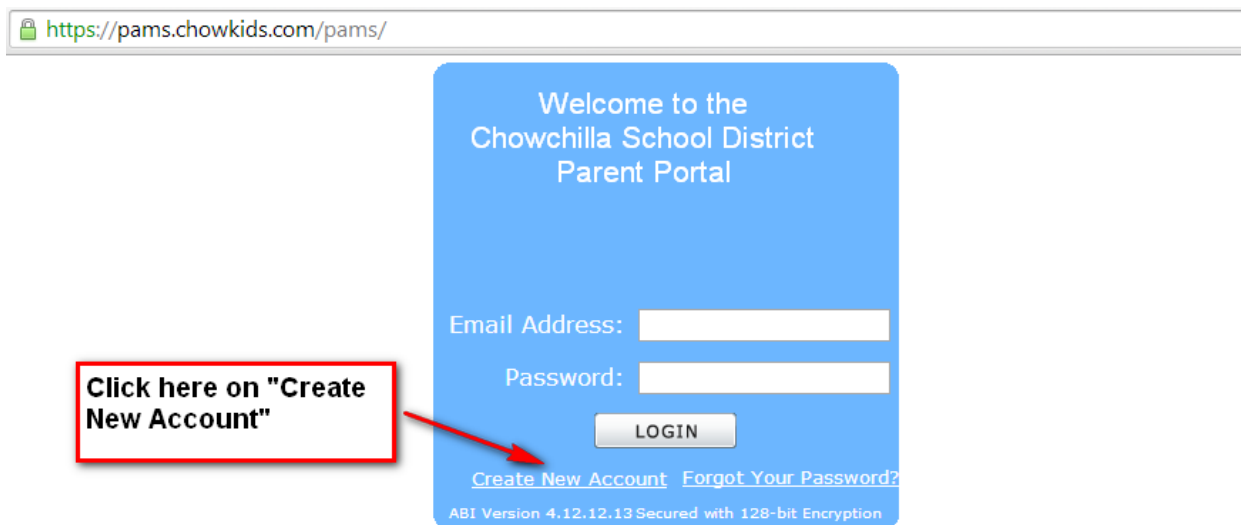
The Chowchilla School District is pleased to provide a "Parent Portal" for our parents! The Parent Portal is a website through which you can check on student progress and grades. These instructions will help you to create a Parent Portal account. Parents are not required to use this. All report cards and typical correspondence will continue to be sent from our schools. This is only an additional convenience that you can make use of.

Your identity will need to be confirmed before you can receive your sign-in information since it grants access to a student's confidential data. In order to start the process you must come to the Wilson School Front office personally and ask for your Parent Portal account information.

Once you give your e-mail address to the records department at the front office they will enter it/confirm it in our Student Information System database, then they will print out the information your need to create an account. Please make sure to keep this information private.

The Parent Portal currently works best on Internet Explorer. You may use Chrome, but some minor problems and errors have been reported when using the Chrome browser.

1.) Once you have the sign-in information and are ready to begin, go to pams.chowkids.com and click on "Create New Account"



For Student and Parent Use

**Student data is updated weekly when available.
Recent student work may not yet be posted.**

**The Chowchilla School District makes every effort to verify grade & assignment accuracy.
However, inaccurate student data may be corrected at any time.**

**We cannot mandate that instructors post grades to this website.
If your child's grades are not here, please contact the instructor.**

**Grading for students in lower grades will not be available
due to incompatibility with our online system.**

2.) Next, choose "Parent" and click "Next"

Choose "Parent" for account type, then click "Next"

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Step 1
Account Type - Student or Parent/Guardian

Parent Student

NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.

3.) You will be asked to put in the email address shown on the info sheet you were given, and choose a preferred password. Click "Next"

Put in your email address twice then your desired password twice

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Step 2
Account Information

Email Address:

Verify Email Address:

Choose Password:

Retype Password:

A verification email will be sent to your email address from **administrator@chowkids.com**.
Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.

4.) You will see the following screen:

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Step 3
You must now confirm your email address before continuing

An email has been sent to your email address.
Please open your email and follow the instructions.
You must do this before continuing this process.

5.) Now you must check your e-mail for the confirmation email sent to you from administrator@chowchillaelem.k12.ca.us.


If you didn't receive an e-mail then spam blocking or junk mail filtering may have rerouted or trashed the e-mail. You'll have to correct that and try again from the beginning.

**trying to create the account with the same e-mail address and password will warn that the account already exists but, another confirmation e-mail will be sent for every attempt.

**The 'Forgot Your Password' link will not send a password reset e-mail home on an unconfirmed account.

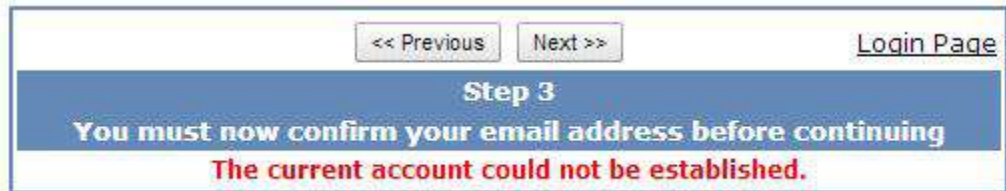
6.) When you get your confirmation email, you will see a link to click on to reject or verify your email. Click on "Verify email", and it will take you to a "Thank You, click here" page that looks like this:

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).



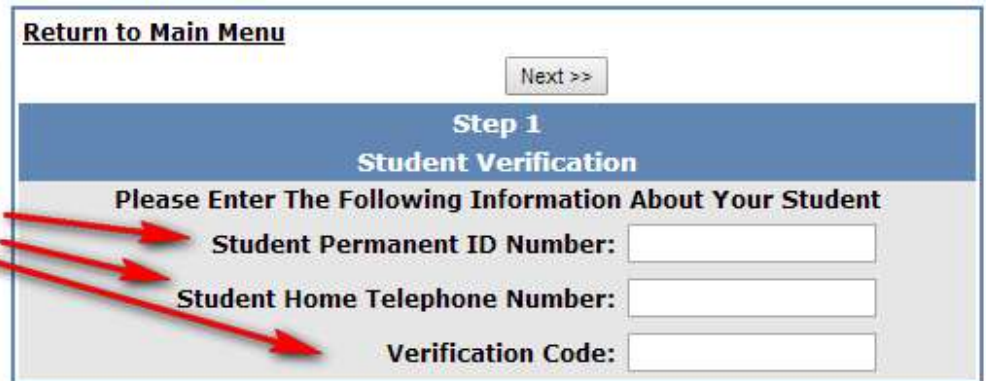
Chrome Issue:

If you are using Google Chrome, you *may* get the following message. If you do, just ignore the "account could not be established" error and click "Login Page"



6.) Your next step is to sign into the Parent Portal. Use the information from the letter the front office gave you:

Here you will fill in the info given to you at the school office



7.) Next, you'll be asked to confirm which contact record is yours (there may or may not be more than one student or contact record with a name similar to yours). Choose the record that matches yourself.

Return to Main Menu

Next >>

Step 2
Emergency Contact Verification

Emergency Contact has been added to your account.

Please choose the Contact record that represents you so the email address can be properly updated.

| Name | Relation |
|--|----------|
| <input type="radio"/> [Name] | Friend |
| <input type="radio"/> [Name] | Friend |
| <input type="radio"/> [Name] | Friend |
| <input type="radio"/> [Name] | |
| <input checked="" type="radio"/> None of the above | |

Choose a contact record that best matches yourself or none of the above

8.) After that you can return to the mail menu, unless you have more students you'd like to add to your account.

Return to Main Menu

Step 3

Thank you for updating your Emergency Contact Record.
[Click Here](#) to add another student to your account.

Click the 'Return to Main Menu' link unless you have additional students to add to your account.

Enjoy!

(The following screenshots are examples which are not from our Parent Portal but which illustrate the use of the Parent Portal once inside.)

