## Register to use the MASD Parent Portal

Are you registered to use the Parent Portal on the MASD website? If not, use the directions below to create an account.

<u>Why?</u> The Parent Portal is a great tool for parents to be more informed about their child's education. Parents will be able to see attendance records, grades, daily schedule, and much more. Parents will be able to review and sign off on many of the required beginning of year school forms (student handbook, technology acceptable use form, photo release, and more). It will be a great time saver for you and the schools!

- 1. Go to www.montoursville.k12.pa.us
- 2. Click on the "Parents" tab, then click "Parent Portal"
- 3. Click on Parent Portal Registration.
- 4. Complete the registration information. You will need your child(ren) 6 digit identification number (please call the school if you don't know this, it will also be your child's lunch ID number).
- 5. Once submitted a district administrator will confirm your registration and your account is active! You will receive an email when it is active.

Log back into your parent portal account by going to our web site, Go to the parents tab, parent portal – click on parent Portal Login.

In order to complete the portal account setup and verification process, we will need you to click on the student id# which is in blue and underlined which appears on the main portal page after you login.



This will bring up a screen showing all of your emergency contact information. Please verify that all of this information is correct (names, address, phone numbers, etc.). If there are any errors, you can make the necessary changes directly in the portal and click save. You cannot change your address. Please contact the District Office for an address change.

Additionally, at the bottom of this verification screen there are Back to School items that MUST be verified (Acceptable Use of Technology, Student Handbook, and Photographic Release) and each must be checked off with a yes or no answer. \*\*If you have more than one student, you MUST do this for each of them.\*\* Please review and read these policies (at least #1,2,3 under the Document section on the main Portal Page) before verifying.

Additional Information	
* I have received, read, understand, accept and will abid Use Policy of Digital Technologies. (Available on home pa	
Yes	O No
* I herby consent to the Photographic Release, as stated under documents)	
O Yes	O No
* I have read, understand and agree to comply with the on our web site under parents or on the home page of the	
Yes	O No
* Permission for School District.	or my child to participate in school sponsor
Yes	O No
Verify Can	cel