

SIS Parent Portal Instructions

Accessing the SIS Parent Portal

The Parent Portal can be accessed from the District's website, under "Student Achievement", "SIS – Parent Portal", or directly at the following URL:

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

Registering for an Account

Before you can access the portal, you will need to register for an account. Registration only needs to be done once, regardless of the number of students you have in the district.

Click the "Online Registration" link found on the portal login screen.



Fill in the fields for your new account information:

School District: Mount Carmel ASD (this will auto-populate in a list when you start typing)

Username: The name you want to use to login.

Email address: You must have a valid email address to register for the portal. A single email address cannot be used to register multiple accounts.

Password: Your desired password. It must be at least 6 characters in length and contain both letters and numbers.

Authentication Question: Select a question to be used in case you forget your password.

Authentication Answer: The answer to the question you selected.

When you're done, click the "Create Account Information" button.

The screenshot shows a web registration form titled "Registration" with three tabs: "Account Information", "Personal Information", and "Student Information". The "Account Information" tab is active. The form is titled "Welcome to Parent Portal Registration!" and "STEP 1: Please enter your parent portal logon information below." The form fields are as follows:

- School District:** A dropdown menu with "Mount Carmel ASD" selected. A note below reads: "(Start typing your school district then select your district in the list)".
- Username:** A text input field. A note below reads: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)"
- Email Address:** A text input field. A note below reads: "(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:** A text input field.
- Password:** A text input field. A note below reads: "(Should be a minimum of 6 characters with at least 1 number)".
- Confirm Password:** A text input field.
- Authentication Question:** A dropdown menu with "What's your pet name?" selected.
- Authentication Answer:** A text input field.

A "Create Account Information >>" button is located at the bottom right of the form.

Fill in your personal information. This should match the information the school has on file. Fields marked with a red asterisk are required. Fields not marked with the red asterisk are not required. If you have an apartment number as part of your address, you should enter it.

When you're done, click the "Create Personal Information" button.

The image shows a web registration form titled "Registration" with three tabs: "Account Information", "Personal Information", and "Student Information". The "Personal Information" tab is active. A message box at the top of the form reads: "STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file." Below this, there are several input fields, each with a red asterisk indicating it is required:

- First Name
- Middle Name
- Last Name
- Street Address
- Apartment #
- City
- State (dropdown menu with "--Select--" selected)
- ZIP Code
- Phone (with hyphens and an asterisk for the last digit)

At the bottom right of the form, there are two buttons: "<< Back to Account Information" and "Create Personal Information >>". The "Create Personal Information >>" button is highlighted in yellow.

Fill in the information about one of your students in the district. If you have multiple students in the district, you still only need to fill out the information for one of them. The system will automatically assign all of your students to you based off of the information of the one you enter here.

ID Number: This is the student’s 4-digit ID number. In many cases, your student will know his or her ID number as it is used for many things. If they do not know their ID number it can be found on the report card (even one from a previous year), or at the top of the student’s schedule (grades 6-12). The student’s teacher can also look up the ID number in their grade book, or the principal’s office can look it up. Elementary students will have their student ID information sent home with them to aide in registering.

School: Select “Elementary” for grades K4-6, “Junior High” for grades 7-8, or “SR High” for grades 9-12.

Once you have the information filled in, click the “Add student to the above list” button to populate the information into the upper “My Students” section. Remember, you only need to enter the information for one of your students, and the rest will be added automatically later.

When done, click the “Finish Registration” button.

The screenshot shows a web-based registration form titled "Registration". It has three tabs: "Account Information", "Personal Information", and "Student Information". The "Student Information" tab is active. A message reads: "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 section titled "My Student(s)" with a note: "Your student(s) will show below after you have added." It contains a table with columns: ID Number, First Name, Last Name, Grade, and School. Below the table is an "Add Student" section with input fields for ID Number, First Name, Last Name, School (a dropdown menu), and Grade (a dropdown menu). There are "Add Student to the above list" and "Clear" buttons. At the bottom right, there are "<< Previous" and "Finish Registration!" buttons.

Registration is now completed. You will receive a confirmation email stating the registration application has been received and is awaiting approval.

Activating Your Account

Once approved you will receive another email containing an activation link. Click the link in the email to activate your account. Once activated, you can log into the parent portal using the username and password chosen during registration.