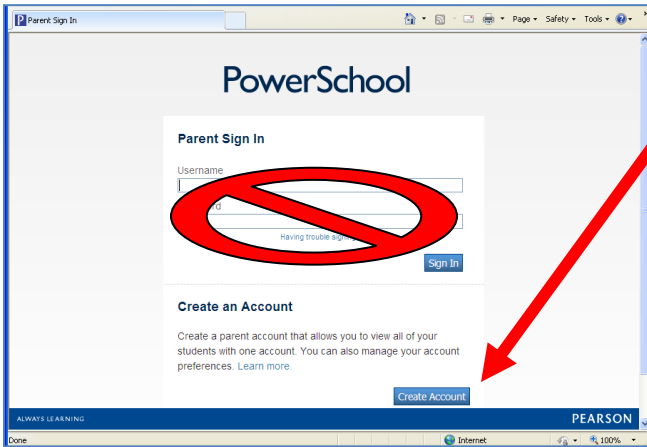


Oregon City Schools Parent Portal Account Creation –

You must have an Access ID and Password for each student before setting up account. These letters were mailed home in September. If you did not receive your letter, please contact Linda Toth at 419-693-0661 x3273 for this info.

1. Go to www.oregoncityschools.org, click on “Parent Portal Login” in the “Parents” menu.
2. Click “Create Account” button. **DO NOT try to enter Access ID and Password into Login fields.**



3. Fill in required information for ALL STUDENTS you want to associate with this account.

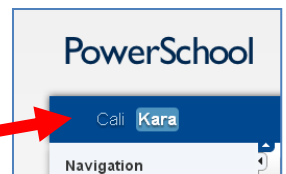
The screenshot shows the 'Create Parent Account' page. The form includes fields for First Name (Johnny), Last Name (Miller), Email (jmiller@parent.com), Desired Username (jmiller22), Password, and Re-enter Password. Below the form is a table for linking students to the account.

Student Name	Access ID	Access Password	Relationship
1. Susie Miller	Provided by District	*****	Daughter
2. Billy Miller	Provided by District	*****	Son
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

You are creating your desired name, username and password. This is not where you enter the district provided Access ID and Password.

Enter all students you wish to link to this account. You will need an Access ID and Password for each individual student. This is provided by the district. Contact Linda Toth at 419-693-0661 x3273 for this information.

4. If everything is entered correctly and your username is available, you will be presented a screen congratulating you on creating your new account. Using the username and password you just created, log into the Parent Portal and customize your account. If you have more than one student, you will see buttons in the top left corner to switch between your students' information.



- a. Click on eMail Notification and/or My Calendars buttons to setup customized communications.
- b. Click on Power Announcement to setup your district communication preferences.
- c. Click on Preferences button to edit account information.