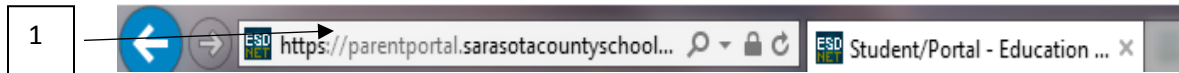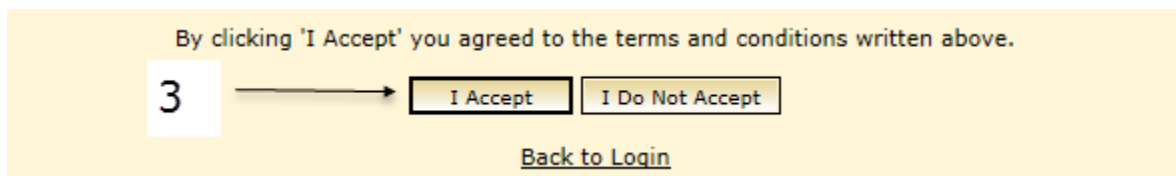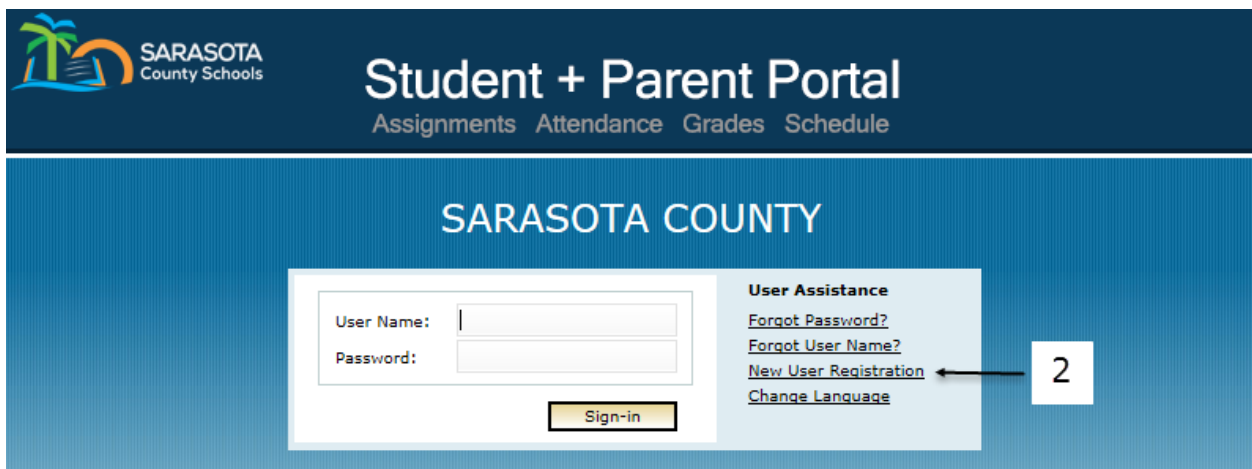# NEW USER REGISTRATION FOR STUDENT + PARENT PORTAL

New User Registration for the Student or Parent Portal	
1	Using your Internet connection (Comcast, Frontier, Bright House… etc.) web browser, enter the Parent Portal Web address. https://parentportal.sarasotacountyschools.net

Supported Internet web browser versions: Microsoft Internet Explorer 8.0-11.0, Edge 12, Chrome 44-51, Safari 9 (Mozilla Firefox - Not supported)

2	Select "New User Registration" link on the web page.
3	Read the Acceptable Use Guidelines for Computers, Networks and Information Systems Technologies agreement. Select the "I Accept" button at the bottom of the page to continue the registration process. If you select "I Do Not Accept" you will be returned back to the Student + Parent Portal login screen.

4	Select "Yes" or "No" to the question "Are you a student?" If you are a parent, select No. If you are a student, select Yes.
5	Enter a "User Name". This name will be a student or parent's "User Name" used to access the Student + Parent Portal. It can be any combination of both letters and numbers. Pick something you will remember. Parents and students should have separate accounts with different User Names.
6	Enter the user's "Last Name" and then enter the user's "First Name". This name must match the name given as the contact on the Student Registration forms for the school.

7	Create a "Password". Passwords are case sensitive. "Confirm Password" by typing password in again.
8	Enter the "Email" address that should be used by this system to confirm this account's security. "User Name" account and password changes/notices will be sent to this email address. Also, this will be the email address provided to the teacher to be used to contact you. "Confirm Email" by typing email in again.
9	To "Add Students" - Enter the "Student Id" (N number). The N number or Student Id is provided by the school. - The Student Id will start with an N and is followed by a 6 digit number. **Do not enter the N** – only enter the number. If there is a leading zero after the N, do not enter the zero. - Next enter the" Last Name", "First Name" and "Birth Date" of the student. The name and birth date must match what is on the student's birth certificate as that is how the student was registered into the database. Repeat this process if you are a parent and have additional students. *The red X can be used to delete student information that was entered incorrectly or needs to be removed from the Portal registration.
10	Left mouse click on "Save" to complete the Student + Parent Portal account creation.
11	A student or parent access confirmation number will be emailed to the address you provided in step number 8. You will need this information to login and complete the registration process.