

**Please follow the below instructions to recreate your account:**

1. Visit [Parent Portal](#)
2. Beneath the box for your Username/Password, click the "Click Here" in blue
3. Enter your name exactly as it was provided on Registration Paperwork
4. Enter a Parent Login Name (Username of your choice)
5. Enter your student's ID # (Should be in the email title of Mr. Clement's email)
6. Click "Create Account". The system will generate an email
7. Open the email you received at [\(enter the parent's email address\)](#)
8. Sign on using your Username and the temporary password from the email
9. Enter the temporary password and your new password
10. Click on the student's name to access the information