# HOW TO...

## LINK YOU CHILD ONTO YOUR PARENT PORTAL

North Twin Lakes Elementary School

# IN ORDER TO LINK YOUR CHILD TO YOUR PORTAL...

**YOU WILL NEED TO SCROLL DOWN TO FIND THE ADD/REMOVE STUDENTS**

**STUDENT ATTENDANCE EXCUSED ADMIT APPLICATION**

Click here to submit admit electronically in order to excuse an absence for your child.
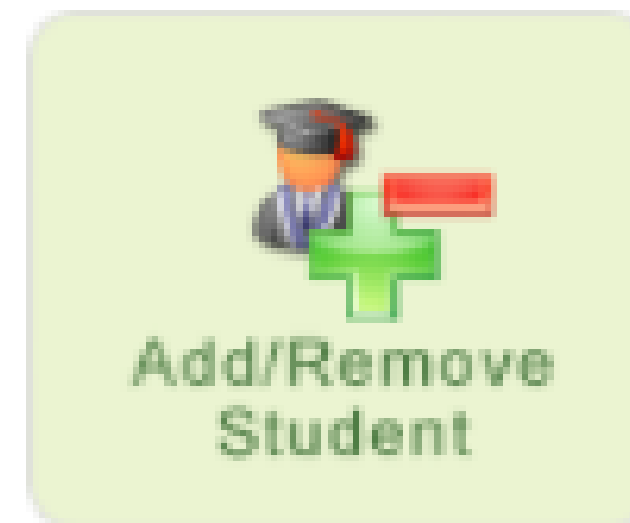
My Personal Info

**Electronic Gradebook**

View Grades & Attendance

Registered Students

.: View Grades

Add/Remove Student

Add/Remove Student

# ONCE YOU CLICK ON THIS BUTTON...



**Add/Remove Student**

**Registered Students**

DONOVAN J. LANZA  Remove

**Add Student**

Parent ID

P1025706

Student ID (7 digits)

Parent PIN (6 digits)

Home Zip Code

Date of Birth

mm/dd/yyyy

DONOVAN J. LANZA  .: View Grades

**ALL PARTS OF THIS SCREEN MUST BE FILLED OUT IN ORDER TO PROCEED.**

**YOU WILL BE RE-DIRECTED TO THIS SCREEN.**

**YOU WILL NEED YOUR P# (PARENT NUMBER).**

**YOU WILL NEED YOUR PARENT PIN. (*THIS PIN IS INDIVIDUALIZED FOR EACH PARENT. PARENT PINS ARE ONLY GIVEN IN PERSON AT THE SCHOOL SITE)**

# IMPORTANT TO NOTE.

LINKING YOUR STUDENT TO YOUR ACCOUNT HAS A ROLL OVER TIME FRAME OF 24-72 HOURS IN ORDER TO REFLECT IN OUR SYSTEM AND GRANT PARENTS ACCESS TO ENROLL THEIR CHILD IN THE ASC/CS PROGRAMS WE PROVIDE.

# YOU HAVE SUCCESSFULLY LINKED YOUR CHILD TO YOUR PARENT PORTAL.