

## Parent Portal – Login or Create Account

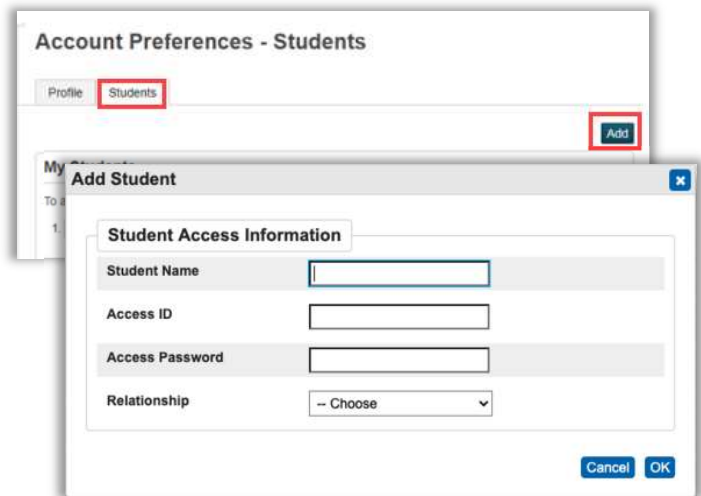
To access the Parent Portal, please go to <http://www.chippewavalleyschools.org/> and click on "Parent/ Student Portal".

### Have an existing account?

- Parents do not need to create a new account each year.
- Parents who forget their password to access their account should use the "Forgot Username or Password?" option on the login page. The district does not manage parent portal accounts.

### Have an existing account, but need to add a new student?

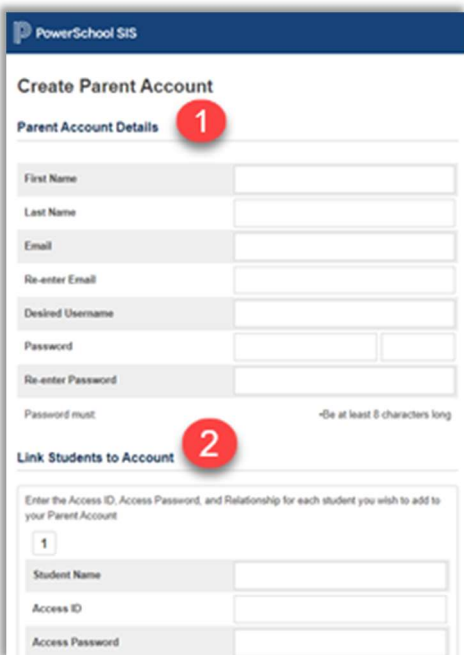
- Once you sign in, locate Account Preferences on the left menu.
- Under Account Preferences, click on the Students tab.
- Click on the Add button
- Enter the Access ID and password for your student provided by their school.



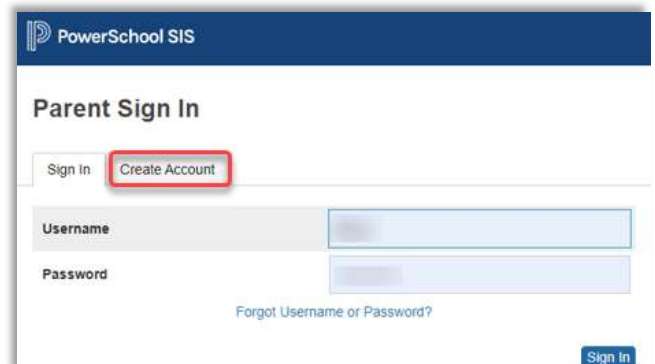
The screenshot shows the "Account Preferences - Students" page. The "Students" tab is selected and highlighted with a red box. An "Add" button is also highlighted with a red box. A modal window titled "Add Student" is open, showing the "Student Access Information" form. The form includes fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu. "Cancel" and "OK" buttons are at the bottom right of the modal.

### New to Parent Portal?

- On the first page of the Parent Portal, click "Create Account" tab.



The screenshot shows the "Create Parent Account" form. The "Parent Account Details" section is marked with a red circle containing the number "1". It includes fields for "First Name", "Last Name", "Email", "Re-enter Email", "Desired Username", "Password", and "Re-enter Password". A note below the password fields states "Password must be at least 8 characters long". The "Link Students to Account" section is marked with a red circle containing the number "2". It includes a table with columns for "Student Name", "Access ID", and "Access Password".



The screenshot shows the "Parent Sign In" page. The "Create Account" tab is highlighted with a red box. Below the tabs are fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is at the bottom right.

### Step 1

- Enter all required account details.

### Step 2

- Enter the Access ID and Password for each of your children. This information is available through the main office of their school.
- The Access Password is case sensitive and is all letters.