Davis School District
**Instructions to Request a my.DSD Guardian Account**

1. Open your Web Browser
2. Go to www.davis.k12.ut.us
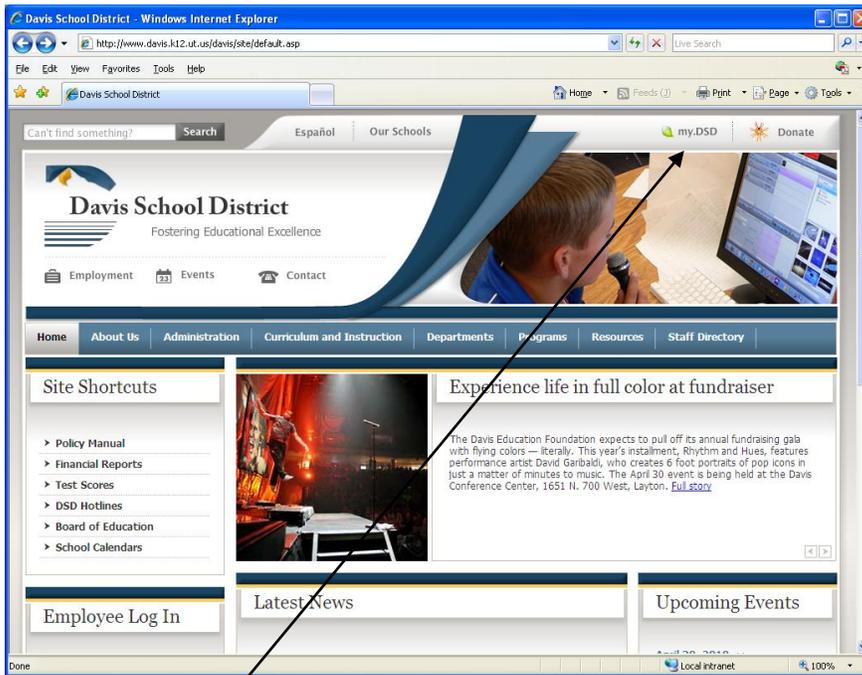
3. Click on the my.DSD Link routing you to the new my.DSD page.
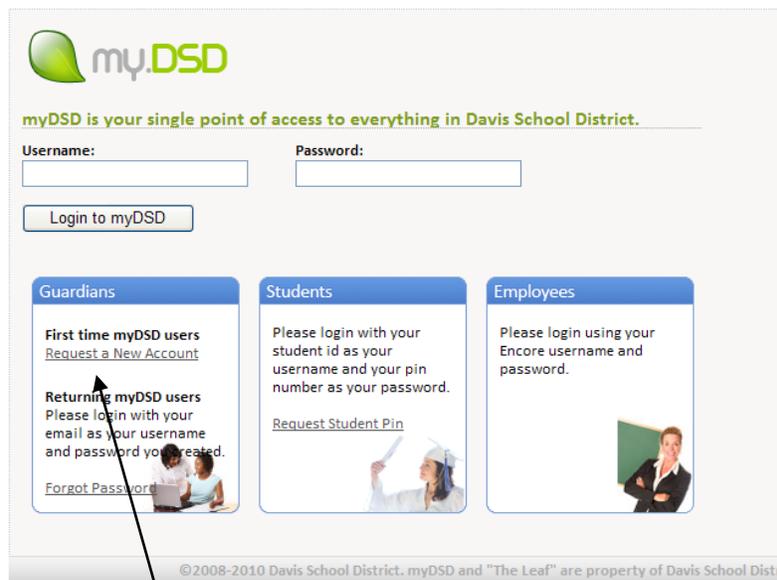
4. Click on **Request a New Account**

Step 1: Type in your student's ID

Type in your student's Pin

(If you lack this information please call technical support at 801-402-5600)
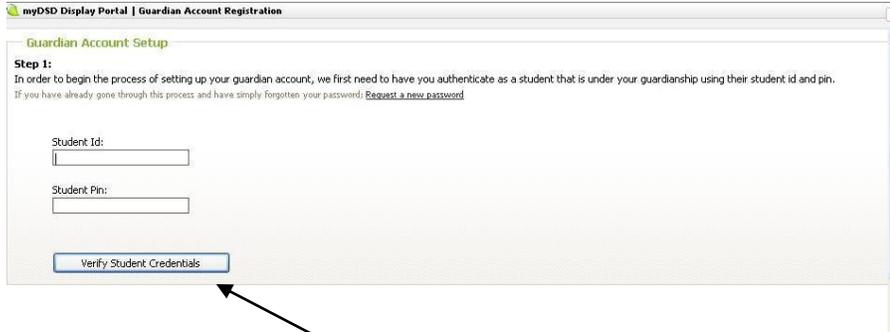
Click on **Verify Student Credentials**

Step 2: Fill in the radio button next to your name in the list displayed.

Step 3: Type the last four digits of your social security number

(Your social security number must be on file with your child's school).
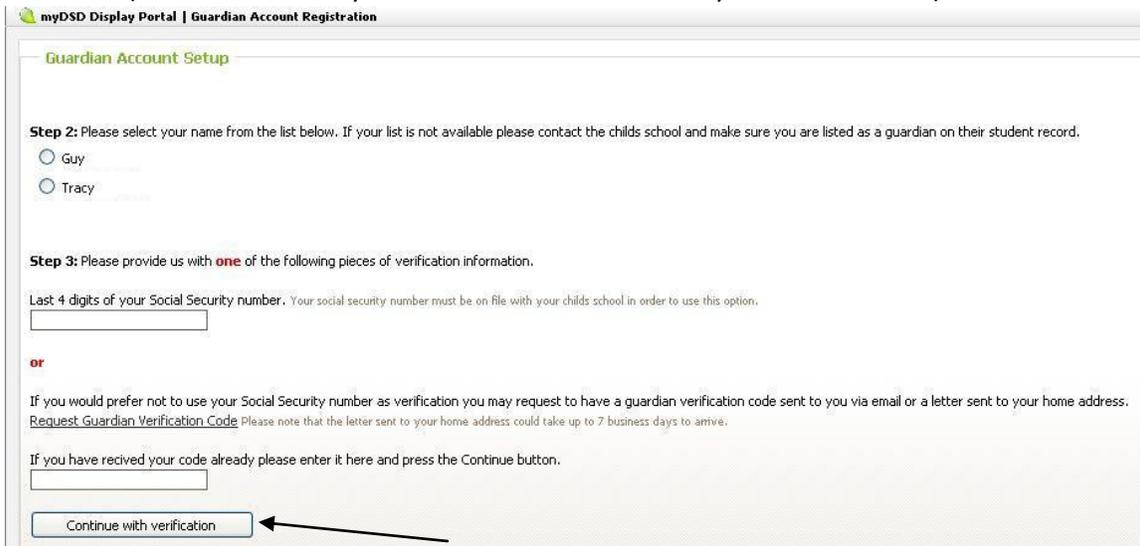
Click on **Continue with verification** button. This will take you to step 4.

OR: you may click Request a Guardian Verification Code and have a code sent to you via email or a letter sent to your home address. Once you have received your verification code, follow the steps as outlined in the verification email or letter you receive to complete the Guardian account setup. You will end up at step 4.

Guardian Account Setup

Step 4: Please provide us the following information in order to complete the setup of your new account. Your email address will be used as your username for myDSD and needs to be a valid email address. We will be sending a verification email to the email account that you provide so you will need to have access to that email account.

Account Information

Email Address This email address will be your username for myDSD.

[   ]

Confirm Email Address

[   ]

Password Password must be at least 6 characters long.

[   ]

Confirm Password

[   ]

Challenge Questions and Answers

An answer for each of the two challenge questions is required. This will help you recover your password in the future should you end up forgetting it or losing it.

Challenge Question 1

[Please select a challenge question from the list. ▼]

Challenge Answer

[   ]

Challenge Question 2

[Please select a challenge question from the list. ▼]

Challenge Answer

[   ]

[Continue]

[Close Window]

Step 4: Provide the following information:
Type your Email address in both the Email Address and Confirm Email Address boxes.
(This will be your username when using your guardian account)

Type a password of at least 6 characters into the Password and Confirm Password boxes.
Select Challenge Question #1 and type your answer.
Select Challenge Question #2 and type your answer.

Click the **Continue** button

5. A confirmation email will be sent to the email account you entered. Open the email when it arrives and click on the link provided within the email. You will then be informed that your account is activated.

Your creation of this account will continue to benefit you as your student moves through the educational experience with Davis School District.