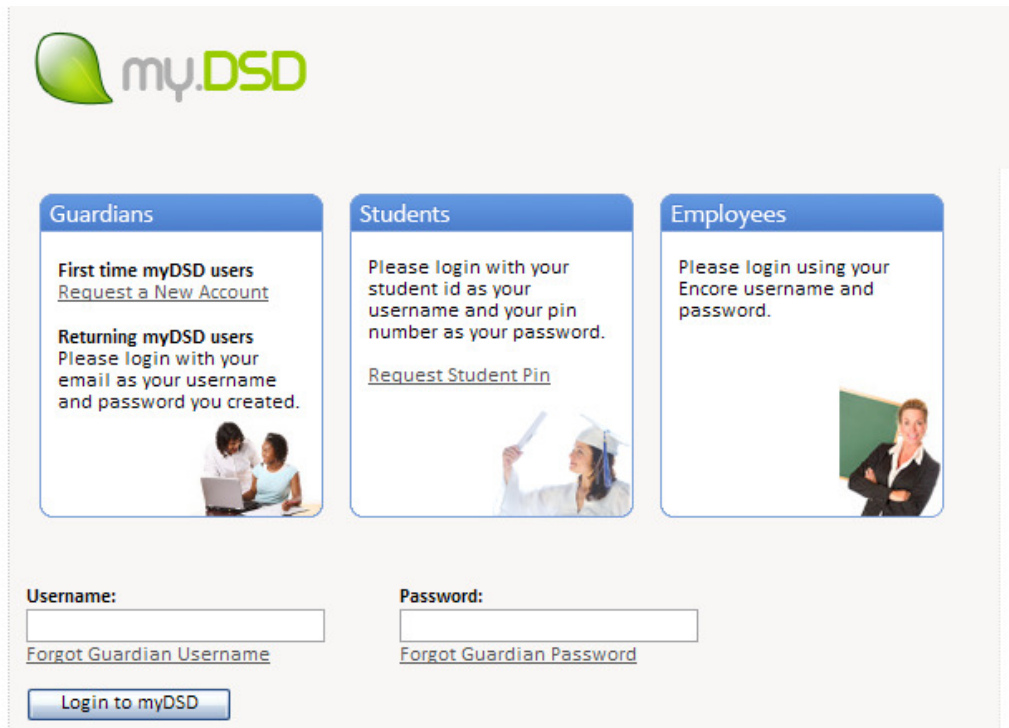


# Davis School District

## Instructions to Request a New my.DSD Guardian Account

Click on **Request a New Account** in the Guardians box.

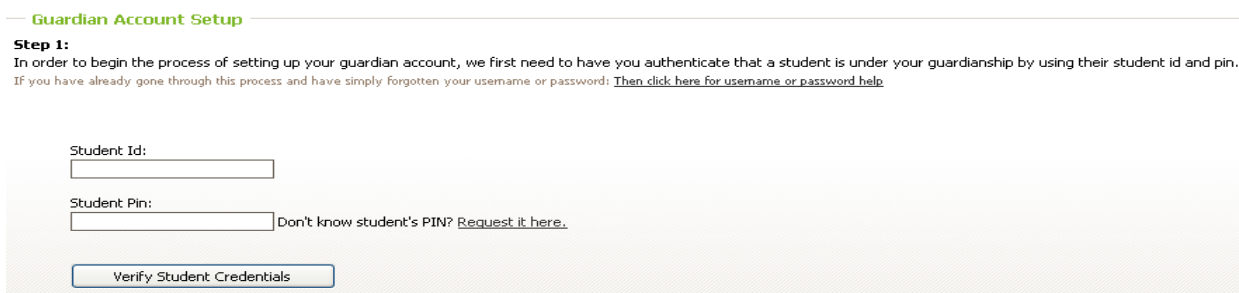


The screenshot shows the my.DSD login interface. At the top left is the my.DSD logo. Below it are three main sections: Guardians, Students, and Employees. The Guardians section has two options: 'First time myDSD users' with a link to 'Request a New Account', and 'Returning myDSD users' with instructions to login with email and password. The Students section instructs users to login with their student ID as the username and their pin as the password, with a link to 'Request Student Pin'. The Employees section instructs users to login with their Encore username and password. Below these sections are two input fields: 'Username:' and 'Password:'. Under the Username field is a link for 'Forgot Guardian Username', and under the Password field is a link for 'Forgot Guardian Password'. At the bottom is a 'Login to myDSD' button.

**Step 1:** Type in your student's ID

Type in your student's PIN

Click on **Verify Student Credentials**



The screenshot shows the 'Guardian Account Setup' page. It is titled 'Guardian Account Setup' and is labeled 'Step 1:'. The instructions state: 'In order to begin the process of setting up your guardian account, we first need to have you authenticate that a student is under your guardianship by using their student id and pin. If you have already gone through this process and have simply forgotten your username or password: [Then click here for username or password help](#)'. Below the text are two input fields: 'Student Id:' and 'Student Pin:'. To the right of the 'Student Pin:' field is a link: 'Don't know student's PIN? [Request it here.](#)'. At the bottom is a 'Verify Student Credentials' button.

(If you do not know your student's PIN, click **Request it here**)

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

**Step 3:** Click on the **Request Guardian Verification Code**.

(Once you have received your verification code, enter it in the box .)

The screenshot shows the 'Guardian Account Setup' page. At the top, it says 'myDSD Display Portal | Guardian Account Registration'. Below that, the title 'Guardian Account Setup' is followed by instructions for Step 2: 'Please select your name from the list below. If your name is not shown, please contact the child's school and make sure you are listed as a guardian on their student record.' There are two radio button options: 'HOMER SIMPSON' and 'MARGE SIMPSON'. Below this, Step 3 instructions state: 'To ensure your security, a Guardian verification code is required to proceed. Click the button below to get a verification code through email or U.S. postal delivery.' A blue button labeled 'Request Guardian Verification Code' is visible. Below the button, the word 'or' is written in red. Further down, it says 'If you have received your verification code already, please enter it here and press the Verify button.' There is a text input field and a blue button labeled 'Verify'.

Please select from one of the options; **Request Email Delivery** or **Request Home Delivery** of the verification code. (If you do not have an email address on file with your child's school, you will not be able to request email delivery. You can add your email address by calling your child's school.)

The screenshot shows the 'Guardian Account Setup' page. At the top, it says 'myDSD Display Portal | Guardian Account Registration'. Below that, the title 'Guardian Account Setup' is followed by instructions: 'To request a guardian verification code please select **one** of the following options.' There are two main sections: 'Email Delivery' and 'U.S. Postal Delivery'. Under 'Email Delivery', it says 'The email address we have on file for you is: **marge@simpsonmail.com**. Click the button below to have a verification code sent to this email address.' A blue button labeled 'Request Email Delivery' is visible. Below this, the word 'or' is written in red. Under 'U.S. Postal Delivery', it says 'Please be advised. This letter may take 7 to 10 **business days**<sup>†</sup> to be delivered to the home address you have provided to your child's school.' A footnote below reads: '† - Letters that are requested on days in which the district offices in Farmington are closed will be processed when offices re-open.' A blue button labeled 'Request Home Delivery' is visible. At the bottom of the page, there is a blue button labeled 'Cancel and Go Back'.

Once you have received the verification code, follow the steps outlined in the verification code email or letter to complete the Guardian account set up.

**Step 4:** Provide the following information after you have received your verification code and followed the provided instructions.

Type your email address in the **email address** box and the **confirm email address** box.

(This will be your **username** when logging in to your guardian account.)

Type a password into the **Password box** and **Confirm Password** box.

(Please read information regarding password selection.)

Select **Challenge Question # 1** and type your answer in the box provided.

Select **Challenge Question # 2** and type your answer in the box provided.

Click on the **Continue** button.

myDSD Display Portal | Guardian Account Registration

### 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

Your password must be at least 6 characters in length.  
Passwords must contain at least one upper-case and one lower-case character. The following special characters are allowed in a password: ~!@#5^&()\*+=-\_{}|:;?/;<>.,

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

(After clicking **continue** above, guardian will not have to confirm their email again **IF** they have just done so by entering in the verification code sent from an email, AND they are using that same (prefilled) email address as their username above)