Parent Portal log in page

1. **Parent ID (PIN)**: is a unique number assigned to you. This number can be obtained from your child's school site.

2. **Password**

   a. **First Time Users**: enter the temporary password that was provided to you by the school site.

   b. **Returning Users**: enter your password.

3. **Log in**: click to enter your Parent Portal account.

4. **Forget Your PIN**: click to receive your PIN via email.

5. **Reset Your Password:** click to receive a link via email to reset your Parent Portal password.

6. **Home**: will navigate you back to the Parent Portal home page.

7. **District Website**: will navigate you to the CJUSD website.

8. **Language**: click on the drop-down to select from the languages listed in the dropdown menu.

9. **District Links**: district created links that will navigate you to important websites.

10. **Content Page**: displays Welcome title and message(s).

First Time Users -

When you first log into your account you will be prompted to an agreement page. Once you check the box indicating you have read and agreed to the terms of use, click **Submit**. This page will only display the first time you login to your Parent Portal account.

Viewing Student Information

Click on a student to access the student overview screen

1. **Student Selected** - Click the + sign to return to the list of students.
2. **Student Data** - Application areas are minimized by default. Click the + sign next to an area to expand and view information. You may open as many areas at once as desired. All of the information contained in opened areas may be printed by click the *Print Info* banner at the bottom of the list.
3. **School Links** - links to websites provided by the district and/or school site.
4. **School Message and Pictures** - each school will display pictures and messages for the parents. If you have children attending different schools in teh district, you will see different information for each school.
5. **Top banner links:**
   a. **My Information**: parents may complete emergency cards, update contact information, and submit health information.
   b. **My Account**: review your account name, PIN and update your password or email address. Click **Submit** to update information and **Back** to return to the student.
   c. **Email Signup**: select to receive email updates on a student by student basis for applications. When selections have been completed, click **Submit** to update information and **Back** to return to the student. *Note*: some schools may not have Email Notifications setup and that will show as NA.
   d. **Help**: click to access Help documentation for Parent Portal.
   e. **About**: click to display the current version of the Parent Portal application.
   f. **Sign Out**: click here to exit Parent Portal.