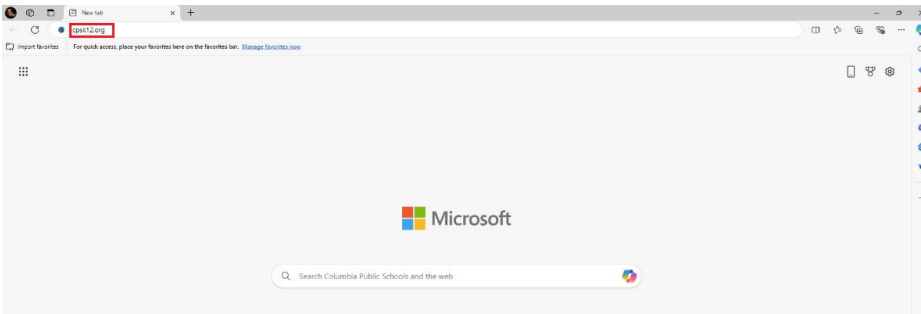


# Accessing the CPS Families Portal on a Computer using Microsoft Edge

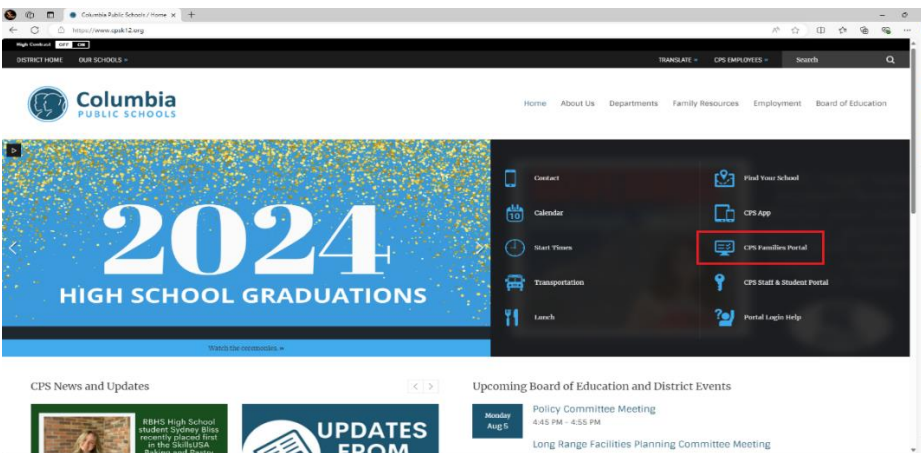
Open the Microsoft Edge web browser



Type cpsk12.org in the address bar.

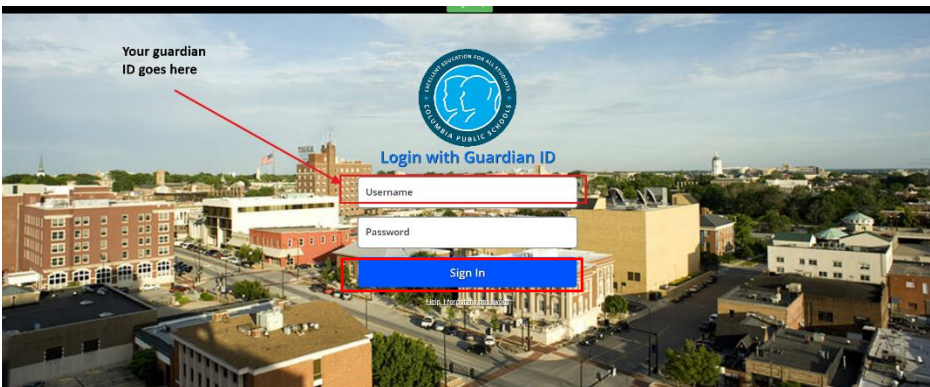


Select the CPS Families Portal.

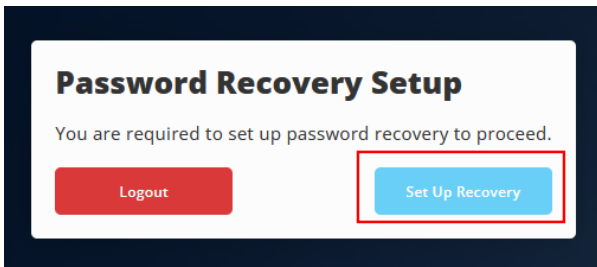


Enter your **Guardian ID for Username** and your **full email address for Password (all lower case)**, then select **Sign In**.

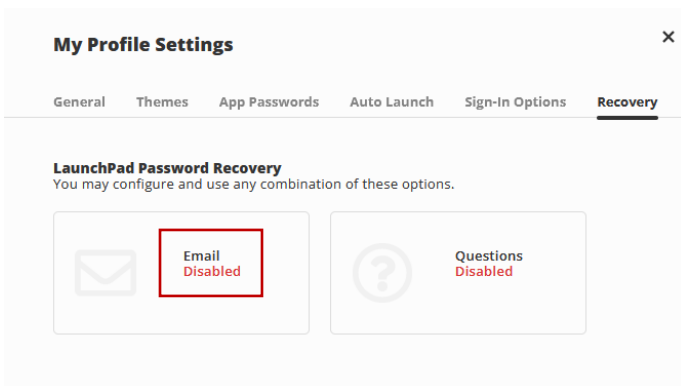
**\*Please note that your default password is your full email address that's on file at your child's school\***



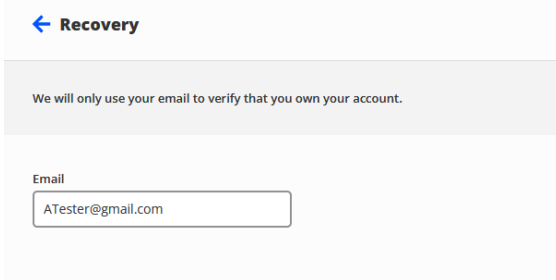
The first time logging in to the CPS Families Portal on a computer you'll receive the prompt below. Select **Set Up Recovery**.



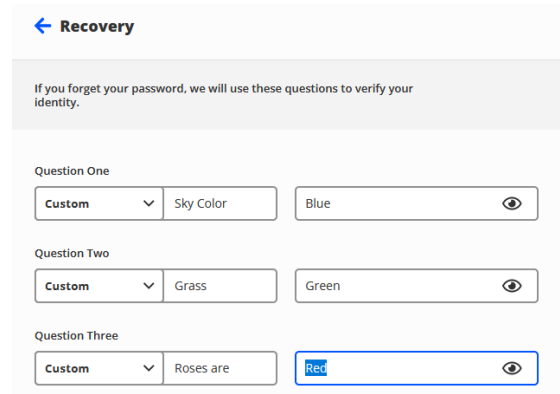
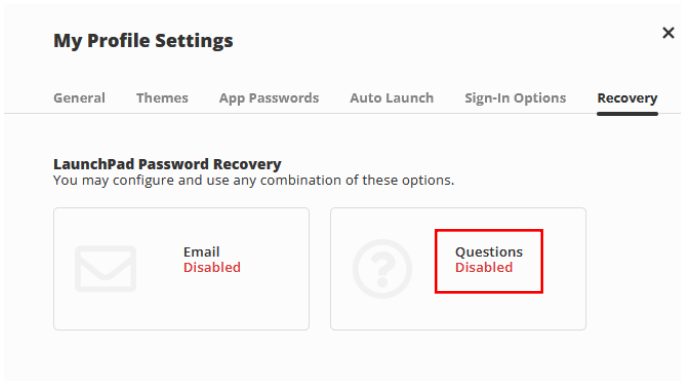
## Select Email



**Enter your email address**, click **Save** at the bottom of the screen, then check your inbox for a confirmation email and select the link to "enable" the recovery email address.



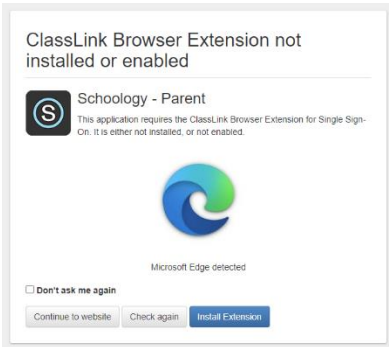
Now select **Questions** and use the dropdowns to create 3 security questions and enter the answers, then hit **Save**. This is required for the "Help, I forgot my password" link on the login page to work should you ever forget your password.



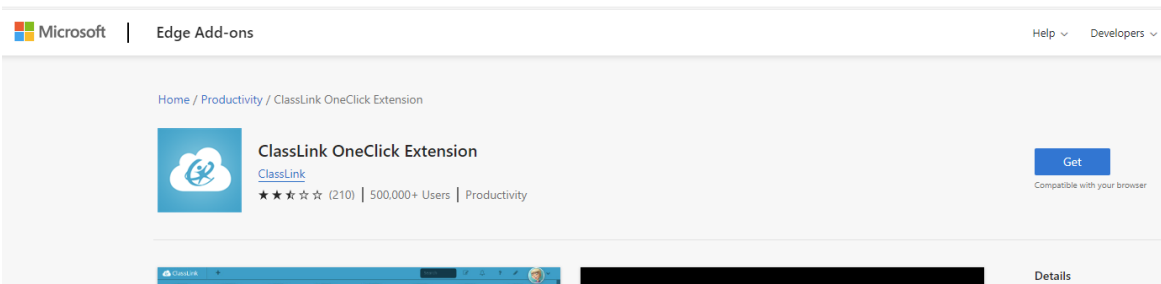
Once complete you can close the menu by clicking the X in the upper right corner. You're now able to use the CPS Families Portal.

Once logged into the Families Portal you should be prompted at some point to install the ClassLink One-Click Extension. It's completely safe and will open a few applications in our Families Portal that have different login information than what you use to log into the portal. Follow the prompts below if using the Microsoft Edge web browser.

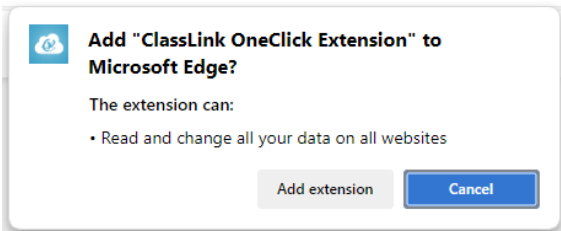
### Select **Install Extension**.



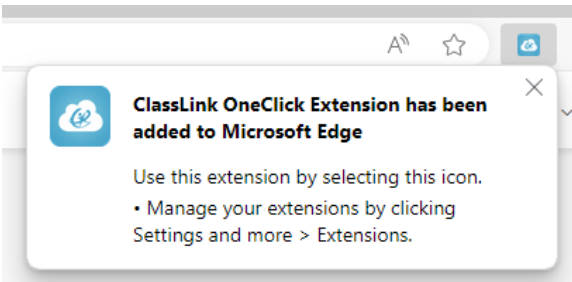
### Select **Get**.



### Select **Add Extension** in the pop-up window



### The final pop-up window confirms the install



If you have questions or issues logging into the Families Portal, then please call the Help Desk at 573-214-3333. We're open 7:00 AM – 5:00 PM weekdays.

If you have questions or issues regarding the Online Registration process, then please call the Registrar at your child's building of enrollment.