

## Adding Multiple Students to a Portal Account by Parent

# Adding Multiple Students to a Portal Account

### Adding multiple students to a parent login by the parent

This process allows having multiple students available when logging into one account.

1. Sign into one of the students' portal using the information from the notification letter.
2. Accept the agreements if not already completed.
3. Select the button **Add My Other Students (if any)**
4. Enter the Portal Student ID# from the notification letter for the student being added.
5. Enter the user name and password from the letter.

Select the button **Request Access to Your Student Information**.

My Students Summary Info

Additional Student Summary Access

- General Information

Lumen Portal Student ID # \* :

Parent Access User ID for Student \* :

Parent Access Password for Student \* :  re-type

(Note: You will be asked to accept the responsibilities outlined above before access through the portal will be given.)

**Student Information**  
School Location: Washington Elementary  
Student: Zimmerman, Charles A. Portal Student ID #: 11032  
Grade Level: K  
Homeroom Teacher: Ferguson, Molly

**Portal Access Overview**  
The Parent Portal will give you access to information about the many services and programs provided by our district. Below is information of how you are able to access this information. The portal requires the use of Mozilla 1.0+, Firefox 1.0+ or Microsoft Windows Internet Explorer 6.x. To find out the version of your browser please look at the About option within your browser.

Below is the login information you need to access your portal area.

URL: <https://lumen.dixonschools.org/uplinkos/login.php>  
Location #: 7  
Parent Access User ID: zimmerc3  
Parent Access User Password: h2pru6

Once you are successfully logged into the system, you will have access to information provided for your use as well as to the specific student information for your student identified on this notification.

**Access to all Your Students Information**  
If you have multiple students enrolled within the district the portal software allows you to identify your other students so they may be all accessed from within one portal. You should have received access notifications for all the students you have in the district who are accessible through the portal.

To do this, you select the **ExitStart** option found in the bottom left corner of the Lumenation virtual desktop. Then select the **Parent Portal, My Students Access Manager** option. Here you will see an option **Add My Other Students (if any)**. The students already accessible are listed.

For each student you wish to add to the portal access information you enter the Portal Student ID # to add them.