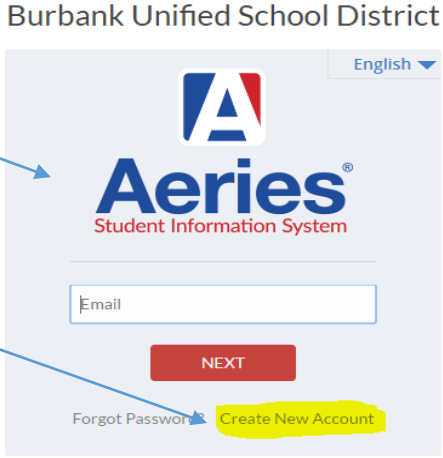
Creating an Account on the BUSD Parent/Student Portal

1. Obtain a Parent/Student Portal Letter from your school office. This letter is confidential and contains the VPC code and other information needed to create the account.

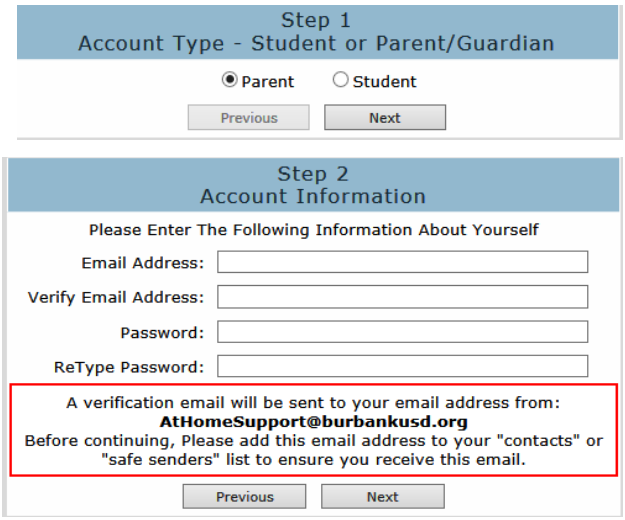
2. Open your internet browser (Chrome, Edge or Firefox work best) and go to http://burbankusd.org/portal

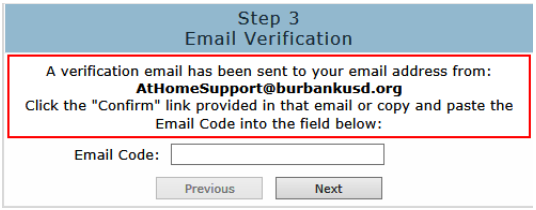
   or go to Burbank USD web page at http://burbankusd.org and click **Parents and Students→AtHome Services – Parent and Student Portal.** The portal window will open



3. Click the link Create New Account

4. When the window opens, complete Step 1 and 2 and click **Next**





5. You will **not** be able to continue until an email verification is sent to your email address.

6. When you receive the verification, continue by clicking **Confirm This Email Address** and you will be automatically verified and returned to the portal. If the confirm link does not work for you, copy and paste the email verification code into the space provided on the web page.

7. Close the web page and log back in

8. You will now be prompted to enter the data in the Parent/Student Portal letter from the school. **If you have misplaced or do not have this letter you will need to contact the school for a new verification letter. This is the only place you will be able to obtain the required letter to complete the process.**

9. Your account has been created. You can log back into your account using the email address and password you entered initially.

10. Siblings can be entered under the same portal. When you are in your profile look at the top right tab where your email is. Use the drop down arrow to choose “add a new student to your account”.