

Linking a Currently Enrolled Student

Quick Guide

These directions are for **linking** a currently enrolled CPS student to your [Parent Portal Account](#). You will need the student's Student ID number. If you do not have the Student ID number, please contact your student's school or the CPS Family Technology Support Center at 513-363-0688. Further resources to support this process can be found at <https://www.cps-k12.org/our-students/technology-tools/focus>

1

Access Online Application

Login to the Parent Portal at <https://www.cps-k12.org/parentportal> Then from the left-hand menu, go to [**Forms**], then [**Online Application**]

2

Add a Child

Select [*I would like to Add a Child who is already **registered***]. Enter the required information.



Note: if you receive an alert message, please contact the school to verify information before proceeding.

3

Repeat and/or Complete

If you wish to add another student, click [*I would like to Add a Child who is already **registered***]. If you have added all applicable students, click [*I have **FINISHED** adding students. Please take me to the Portal.*]