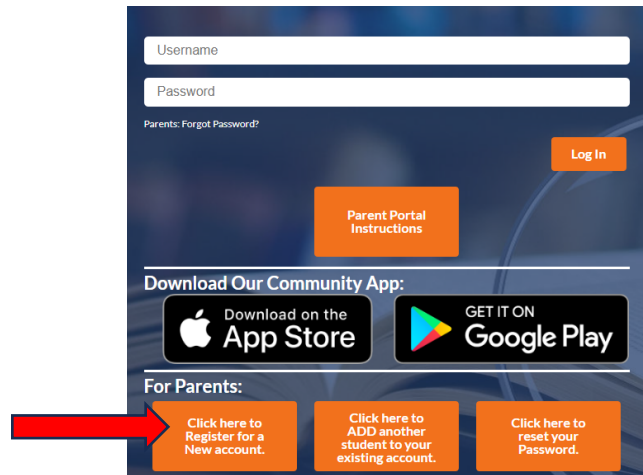


## How to Create Parent Portal Account

**Important Note:** You will need your child’s PIN (8 digit unique code assigned to each student) to link your accounts. If you do not already have the PIN, please contact the ITS Help Desk at 386-734-7190 x 25000 or contact the school registrar.

1. Click on [Access Parent Portal](#)
2. Choose “Click here to register for new account”.



3. Enter your information and click Submit. Use the phone number and email address that you want your child’s school to use for communication.

Please enter your name exactly as it appears on your driver’s license as well as a valid email address:

Parent/Guardian First Name:  (Required)


Parent/Guardian Last Name:  (Required)

Email Address:  (Required)

Create Password:  (Minimum 8 characters)

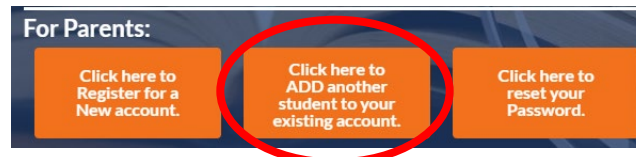
Retype Password:  (Required)

Show Password

I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

[Submit](#)

4. Choose “Click here to add another student to your existing account” or once logged in, you will be prompted to ADD a child.



5. Enter in Prompted Information. **\*\*When entering your student’s information, ensure that you use ALL CAPS for the letters in their Local Student ID (known as the Student’s Alpha Code)\*\***

**\*\*You must enter the information as we have it in our system or you may get an error like this\*\***



**Volusia Parent Portal Registration**

Please enter your student's information:

**Parent/Guardian's name below must match one of your child's Address/Contacts.**

Parent/Guardian First Name:  (Required)