

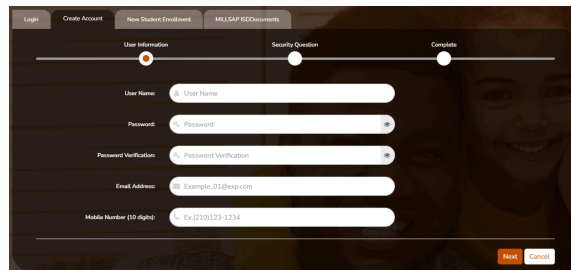
How to Create a Parent Portal Account & Link Students

Go to www.millsapisd.net

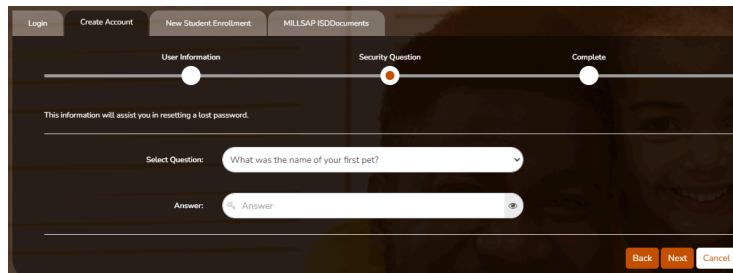
Locate Quick Links on the home page and below it, click on Parent Portal

Click the tab labeled Create Account

Fill in all the blanks and click Next



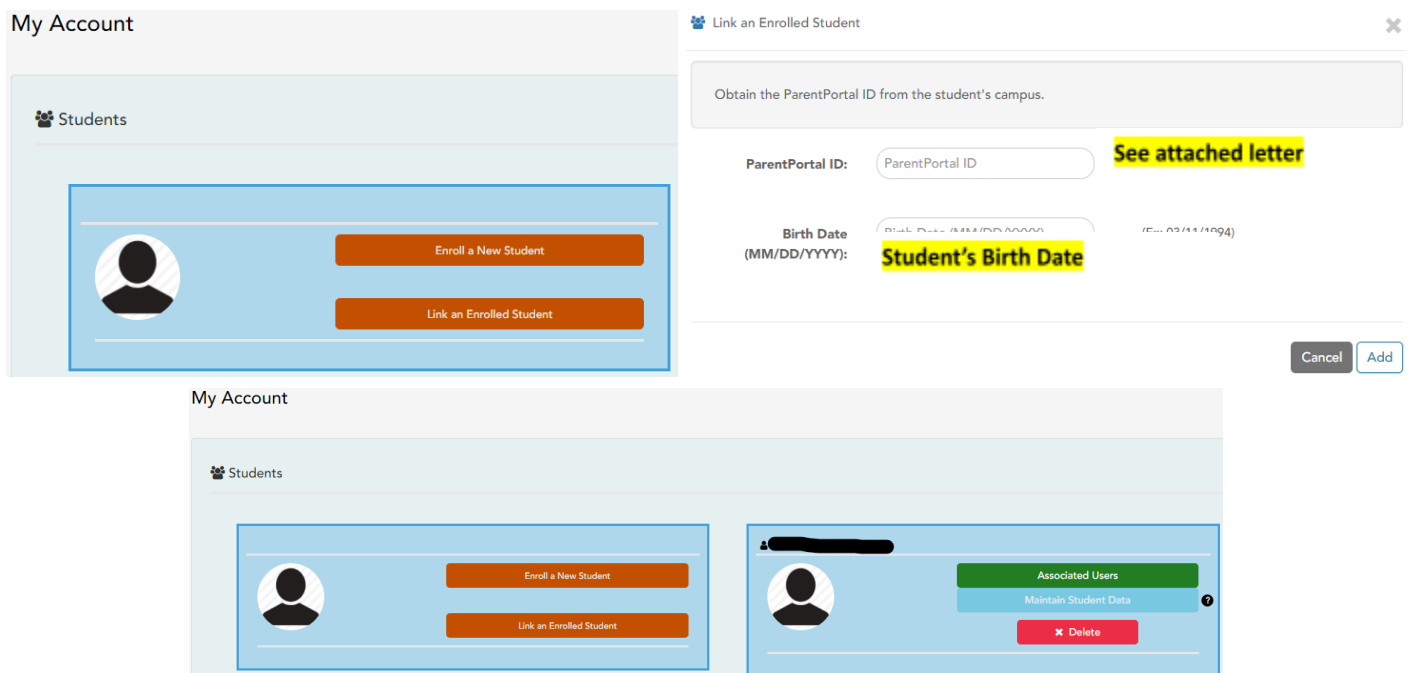
Complete the Security Question information and click Next, then click Finish



You should see a pop up informing you to verify your email address and phone number. Check your email to do the verification. You should receive a text with a verification code to verify your phone number.

Click on Link an Enrolled Student and enter the student's ParentPortal ID and Birth Date, then click Add

You should now see a box with your student's name.



You can now access your student's Report Card, Attendance, and Grades by using the buttons on the left side of the screen.