

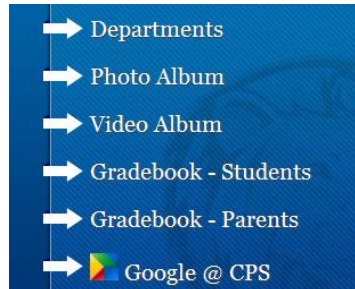
Mary Lyon's
PARENT PORTAL ORIENTATION

STUDENT: _____

STUDENT ID #: _____

PIN # _____

www.marylyonschool.com
Gradebook – Parents



1. Go to: **www.marylyonschool.com** → → →

2. Click on: **Gradebook – Parents** → → → →

3. Ignore the Username and Password fields and click on the link labeled: **Click here to sign up** → → → →

4. This will result in the Parent Account Signup Page. Please follow the instructions onscreen by completing all required fields demarked by an asterisk (*). It is of vital importance to complete all fields and to use your full legal name.

5. We recommend providing your e-mail address (if applicable) by clicking the **Add Email** button. This address will be used as a notification mechanism for attendance and grading alerts and for assistance in the case you have forgotten your password.

6. Next, please read the User Agreement and **click on the box (v)** to accept the terms of usage.

7. To complete the initial registration process click **Sign Up** at the bottom of the screen.

8. Log into your new Parent Portal Account (refer to page 2).



Parent Account Signup

Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a * are required. **Please do not use nicknames, but rather your full legal name.**

Username:	<input type="text"/>	Your First Name*:	<input type="text"/>	M.I.:	<input type="text"/>
Password:	<input type="password"/>	Your Last Name*:	<input type="text"/>		
Confirm Password:	<input type="password"/>	Your Address*:	<input type="text"/>		
		City*:	<input type="text"/>		
		State*:	Illinois		
		Zip*:	<input type="text"/>		
		Primary Phone:	<input type="text"/>		
		Alternate Phone:	<input type="text"/>		

Email Addresses

Please click the button below to add an email address to this account

Add Email

User Agreement:

To the Parent/Guardian:
CPS provides parents/guardians with internet access to their student's grade information as an optional service which may only be activated by the parent/guardian upon agreeing to the following terms and conditions.

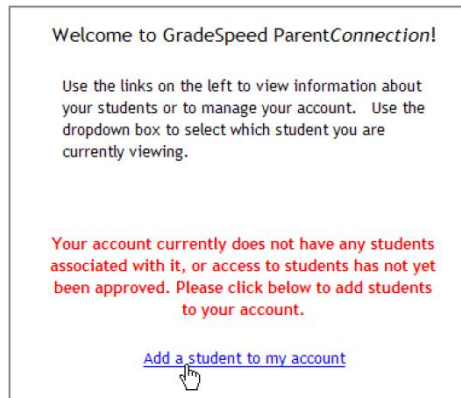
By completing the application for this account, you allow CPS to make your student's grades available to you by means of the Internet on a secure website that is accessible only by a login and password. Only you will be able to see your student's grades. CPS will not make your username, password, or student's grades available to anyone else.

I agree to the above terms of usage*
(You must check the above box in order to proceed)

Sign UP

9. Linking to a Student Record

The first time you log in after signing up, you will see the following message on the screen.



10. Click the link: **Add a student to my account.**

This will bring you to the Application for Access to New Students.

You will need to enter the required information, including your ***Student's CPS ID Number and the PIN Number (located at the top of page 1 of this document, under your student's name).***

Student ID:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Student Address:	<input type="text"/>
City:	<input type="text"/>
State:	Illinois <input type="text"/>
Zip:	<input type="text"/>
Campus:	Select One <input type="text"/>
Date of Birth:	<input type="text"/>
PIN:	<input type="text"/>
Submit Cancel	

Once you have provided this information, click *Submit*. The Parent Portal will automatically link your student with your account. You can repeat this process if you have more than one student at participating schools in CPS. If you have provided inaccurate information, the system will not link your account to the student records.

For more information on how to operate Parent Portal - Gradebook go to:
www.marylyonschool.com

Click on **QUICK LINKS** → → → → → →

or
Click on:

Show All → → → →



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