

Parent Portal Registration Form

Allegheny-Clarion Valley School District has a Parental Internet Access Service (Parent Portal) that allows parents/guardians access to information regarding their child. If you decide to use this service, you may access various types of information regarding your child such as their Attendance, Discipline, and Grades. The link for this service will be on the school website home page: www.acvsd.org

Select **Parent Portal** in the Quick Links section.

If you are interested in using this on-line internet based option please fill out the form below and return it to the school. You will need to have a **valid e-mail address** as well as your **child's student ID #** and your contact information as well. Thank you.

Please fill in the information below (PRINT)

_____ YES, I would like to access my child's school data on the Internet.

_____ I am the legal guardian of the child/children listed below

1.) _____ ID# _____ Grade _____

2.) _____ ID# _____ Grade _____

3.) _____ ID# _____ Grade _____

4.) _____ ID# _____ Grade _____

Parent/Guardian (PRINT)

Address: _____

E-Mail Address: _____ @ _____

City: _____

State: _____ Zip: _____ Phone Number: (_____) _____

Signature of

Parent/Guardian: _____

Printed Name of

Parent/Guardian: _____

Date: _____

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How to Login as a Parent

1. Note that the login box is entitled "*MMS Parent Portal Login*".
 - When course registration is open, a message similar to the following appears on that login screen "*Course Registration is now in progress for the following schools and grade levels. To register for courses, click the Register link below*". The Register link brings you only to the course registration system and all other Parent Portal functions are disabled (such as grades, attendance, and homework).
2. If you have an established account, enter your **Username** and **Password** and click on **Login**. While your cursor is in the Password box, helpful tooltips provide you with the reminders that follow. Passwords are case sensitive. A reminder is given of whether your <Caps Lock> key is on or off.

Note: If your account has been Locked you will be notified and subsequently denied access to the system. Often this is caused by exceeding the allowed number of password failures. Contact the MMS Administrator to get your account access restored to this system.

3. If you are a first time user, click on "**Create Account**" to create your account and follow the steps below.
 - Enter your **First and Last Name** exactly as it appears on record with the school.
 - Enter the **Login Name** you want to use, such as a combination of your first and last name (e.g., JohnSmith).
 - Enter the **Student ID Number** the school has assigned your child. If you have more than one child, enter one and you will be able to add others later.
 - Click the **Create Account** button.
 - The website will display a message telling you that your account has been created and that an email has been sent to you with your username and temporary password. An email is sent to the specific email address that your child's school has on file.
 - **Click here** to return to the login screen.
 - Minimize the login screen and go to your email account. There should be an email titled "*Parental Access for*" followed by the Internet address of the school's website. Open it to retrieve your Username and Temporary Password.
 - Return to the parent login screen. Enter your **Username** and **Password** and click on **Login**.
 - The first time you login with your temporary password, you must change your password.
 - Enter your **Old Password**.
 - Enter your **New Password** (up to 20 alpha/numeric characters).
 - Enter your **New Password** again to confirm it.
 - Click on **Change Password**.
 - You will now have access to the MMS Parent Portal. Once your login is validated, the complete on-line help system is available to you. To access that help, simply click on the question mark "?" button that appears within the heading of this web page.
4. If you forgot your password, use the "Forgot Password " link on the parent login page. You are asked to enter either your Username or Email Address. Additionally, you must provide your Parent First and Last Name exactly as it is on file at the school. Once you submit the requested information, you will be notified that an email was sent to you containing a new temporary password for accessing the MMS Parent Portal system. Check your email account for a message title that begins with "Parent Access for" and then the address of the website is listed. You are asked to change that temporary password when you next login to the MMS Parent Portal system.

Client Requirements:

Parents accessing the MMS Parent Portal should have a computer with an Internet web browser (as described below) and access to the Internet.

Windows:

- [Microsoft Internet Explorer](#) 9.0 or later versions
- [Mozilla Firefox](#) 19.0 or later versions
- [Apple Safari](#) 4.0 or later versions
- [Google Chrome](#) 24 or later versions

Macintosh:

- [Mozilla Firefox](#) 19.0 or later versions
- [Apple Safari](#) 4.0 or later versions
- [Google Chrome](#) 24 or later versions

Required Browser Settings

- Pop ups must be enabled.
- JavaScript must be enabled.
- Turn off "Compatibility View" in Microsoft Internet Explorer.

