## Creating New Parent and Student Accounts on Parent/Student Information Portal

To the Parent/Guardian of: \_\_\_\_\_

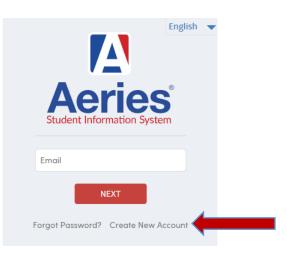
The CUSD Parent Portal will provide parents with the ability to re-register students, update important student demographic records and contacts, print report cards, and download important documents directly from the portal. The Parent Portal provides parents and guardians access to their student (s) schedule, report card grades, and daily attendance via the Internet. Access to student information is intended for the students' parents or guardians only and is restricted by a secure login and password.

## **DIRECTIONS:**

Open your internet browser. We recommend using Chrome or Safari. Type in the URL address <u>https://portal.capousd.org/ParentPortal/LoginParent.aspx?page=default.aspx</u>

In order to create an account, you must have received 3 pieces of information from your student's school. You cannot create an account without these items. This includes:

- 1. Permanent ID\_\_\_\_\_
- 2. Primary phone number on file\_\_\_\_\_
- 3. Verification Code\_\_\_\_\_



Select a Language then, Click on <u>CREATE NEW ACCOUNT</u> located on the bottom. \*\*Please note-If you do not receive a verification email from your email provider, please check your junk mail folder. Please contact our school Guidance office if you require assistance. Thank you,