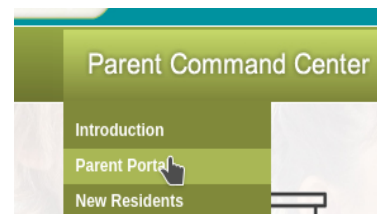


Parent Portal Registration Instructions

1. Go to www.lpssonline.com.
2. On the menu bar under **Parent Command Center**, click **Parent Portal**.
3. On the right, click **Register New User**.



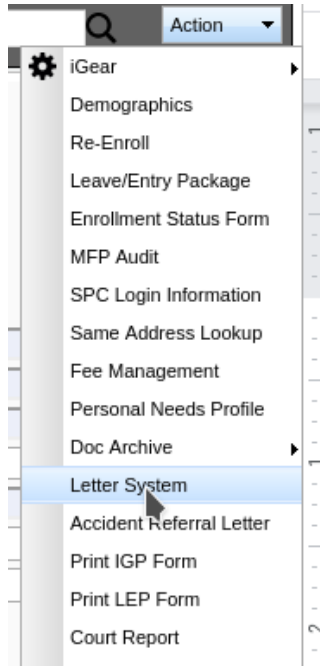
4. A webpage asking for **Relationship**, **Last Name**, **First Name**, and **PSN Number** will be displayed.

5. The default PSN will be the last five (5) digits of the student's social security number. This can be confirmed by clicking the student's name in **Student Master** and then selecting the tab associated with the parent.

Parent Portal Registration Instructions

6. To access the Help system: Click **Help** on the login page, OR in the student listing page, on the far right, click **Action**, then **Help**.

7. Parents can be given a detail sheet for setting up their accounts by clicking **Action** from **Student Master** and then selecting **Letter System**.



8. In the next dialog, click the blank and select **Student Progress Center Account Creation**.

