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**DIRECTIONS FOR LOGGING INTO YOUR PARENT PORTAL**  
**(ACCOUNT MUST BE CREATED BY BUSINESS OFFICE FIRST)**

1. Fill out parent portal set up information form first and return it to the Business Office.
2. Once your form has been processed and your portal has been created you will receive an email containing your username and password. If you do not receive an email within 7 days, please contact Linda Hyatt at (724) 966-5045 Ext. 4272 to check the status.
3. Once you receive your log in information, go to the school's website: [www.carmarea.org](http://www.carmarea.org)
4. Go to the [Resources Tab](#) and click on the [For Parents](#) link.
5. Click on the [MMS Parent Portal & LunchTime Account Access](#) link in the middle of the page.
6. You will enter the Username and temporary Password that was sent to your email account.
7. When you log in you will be prompted to change the password to something that you can remember.
8. Once you are in the portal you will see your student's name and picture. If you have more than one child you will need to enter their student ID number. If you do not have their student ID number contact the Business Office at (724-966-5045 Ext 4272).
9. When you have the additional student ID numbers, make sure you are logged into the school website and go to the [Account Tab](#) at the top of the portal page and from the dropdown menu pick [Add Student to this Account](#) and enter the Student ID Number (you will need to do this for each additional student).
10. Each student should now have a picture and their name listed. (A blank picture icon will appear if a school picture has not yet been taken or uploaded into the system).
11. To access their lunch accounts, view their purchases, or to add money to their accounts click on the [School Payment Portal](#) link.
12. To view the student's schedule or grades click on the student's name and their schedule and grades will appear. To access more information on a specific subject click on the subject.

**\*\*The MMS Parent Portal and the CR Family Mobile Application  
use the same Username and Password\*\***