

**If you used Parent Portal during the last school year, your last year's username and password will all still work this year; you do not have to make a new account.**

**Steps to access your child's Parent Portal account:**

1) Go to <http://ps.norris.k12.ca.us>

2) Log in or create a new account

---If you used Parent Portal last year, enter your User ID and password (there is a help button if you can't remember either of them). *If you created an account last year and still can't login, even with the "Recover Account ..." help, send an email to [crwhitm@norris.k12.ca.us](mailto:crwhitm@norris.k12.ca.us) with the subject line "parent portal problem" and we will respond as quickly as possible.*

---If you **DID NOT** use Parent Portal last year, click on "Create Account" and follow the instructions below.

Parent information goes in this top section:

- parent name
- parent email
- choose your own username
- choose your own password

Put your child's first and last name, with the first letter in each capitalized. Leave a space between the first and last name.

Put your child's student ID. If they do not know their ID number, it is printed on a bar code on the first page of their 2012 school agenda.

Put your child's first name only, with the first letter capitalized. **8 letters maximum**

On the pull down menu, choose the relationship.

**Remember when you login to use your username and password, not your student's username and password.**