

# Activating your Portal account

1. Locate portal activation email (sent to email you provided Parker)
  - You can search for the subject line “Portal user account activation”
  - If you are a new parent/guardian, this email will be automatically sent in early October
  - If you are a returning parent/guardian who has not previously activated your Portal account (or if you cannot find the activation email), please contact Cathy Kennedy ([ckennedy@theparkerschool.org](mailto:ckennedy@theparkerschool.org)) and ask for a Portal activation email to be sent to you
2. Click on the link in the email to set your password
  - Select a password you will remember! You CAN reset your own password – see #4 below
  - The activation link will expire; if you need the email sent again, contact Cathy Kennedy ([ckennedy@theparkerschool.org](mailto:ckennedy@theparkerschool.org)) and ask for a Portal activation email to be sent to you
3. Your account is now active! Access it from the Parker website
  - You can get to the Portal via the Parker website ([www.theparkerschool.org](http://www.theparkerschool.org))
  - Click ‘Sign In’ on the upper right hand corner under the Google translate box

A screenshot of the Portal sign-in page. The page has a dark background with white text. At the top, it says 'Welcome! Please sign in:'. Below this are two input fields: 'User Name' and 'Password'. A green 'Sign In' button is positioned below the password field. At the bottom left, there is a link that says 'Can't access your account?'.

- Your username is the email you have provided Parker and to which the activation email was sent
- If you would prefer to use a different email for Parker communication, please contact Cathy Kennedy ([ckennedy@theparkerschool.org](mailto:ckennedy@theparkerschool.org)) – note that if you change the email that Parker uses for communicating with you, you will have to go through the Portal activation process again

4. Can't remember your password?
  - You can reset/change your password at any time
  - Click on the 'Can't access your account?' link to reset your password. If you have never logged on to the system, you will need us to reset it for you.

A screenshot of the Portal sign-in page, identical to the one above. A red arrow points from the text 'Click on the 'Can't access your account?' link' in the previous block to the 'Can't access your account?' link at the bottom left of the sign-in form.