Parent Portal Initial Set up

Parents will need to go to the Parent Portal and set up their Portal Account to register their students online, view grades, attendance, test scores and pay for fees/fines.

**NOTE:** You may use **ANY** browser to sign up and use your parent portal account. You will need to download **ADOBE ACROBAT READER** to view your student documents, including report cards and test results.

**Steps to Set Up a Parent Portal Account:**

1. Go to [https://portal.graniteschools.org](https://portal.graniteschools.org)
2. Click on **Create a Parent Portal Account:**

3. Read the information under the Parent Portal Registration bar.

4. Fill in the information needed in the fields marked with an Asterisk *, then click **CREATE ACCOUNT.**
   
   - **A.** To create the account successfully, you will need to enter your first and last name **EXACTLY** as it shows in our Student Information System. If you are not sure how your name shows in our system, call your school secretary.
   
   - **B.** What you enter in the **DESIRED USERNAME** and **PASSWORD** fields, is what you will be using to log in to your Parent Portal account.
5. If all the information is correct and matches the information in our Student Information System, you will receive a message stating your account has been created and a link to activate your account has been sent to your email.

6. Go to your email account and click on the button that says, ‘Activate your account now.’

7. After clicking the button, you will be taken to a screen that says your account has been activated successfully. You can then click the ‘portal login page’, link that is provided.

8. After clicking on the link, you will be taken to the portal login screen. You may now enter in your newly created username and password to get into your Parent Portal account.