

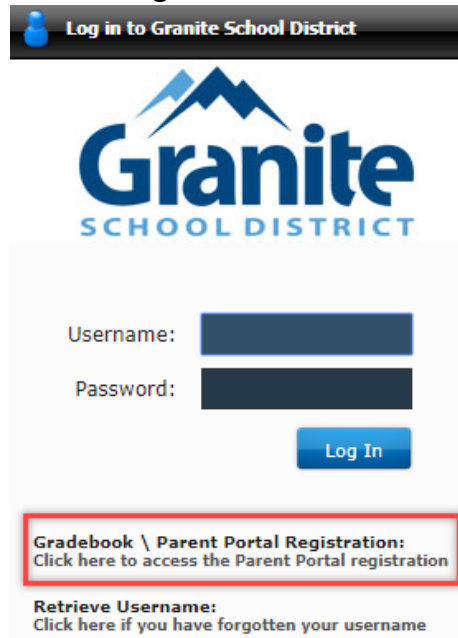
# Parent Portal Initial Set up

Parents will need to go to the Parent Portal and set up their Portal Account in order to register their students online, view grades and attendance, test scores and 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 **sage test results**.

## Steps to Set Up a Parent Portal Account:

1. Go to <https://portal.graniteschools.org>
2. Click on **Gradebook/Parent Portal Registration**



Log in to Granite School District

**Granite**  
SCHOOL DISTRICT

Username:

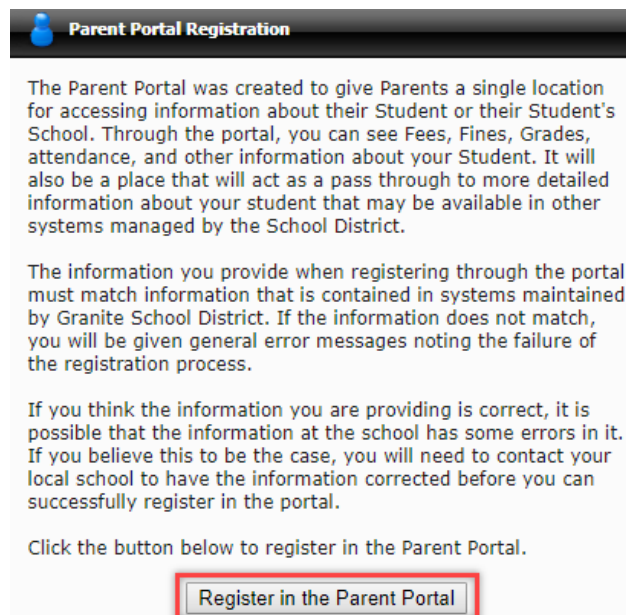
Password:

Log In

**Gradebook \ Parent Portal Registration:**  
Click here to access the Parent Portal registration

Retrieve Username:  
Click here if you have forgotten your username

3. Read the information and click **REGISTER IN THE PARENT PORTAL**.



**Parent Portal Registration**

The Parent Portal was created to give Parents a single location for accessing information about their Student or their Student's School. Through the portal, you can see Fees, Fines, Grades, attendance, and other information about your Student. It will also be a place that will act as a pass through to more detailed information about your student that may be available in other systems managed by the School District.

The information you provide when registering through the portal must match information that is contained in systems maintained by Granite School District. If the information does not match, you will be given general error messages noting the failure of the registration process.

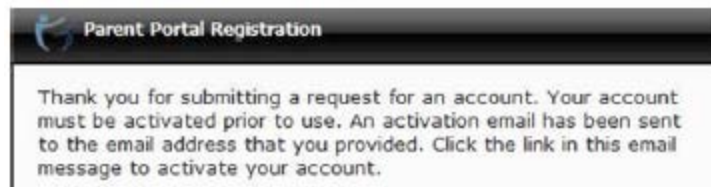
If you think the information you are providing is correct, it is possible that the information at the school has some errors in it. If you believe this to be the case, you will need to contact your local school to have the information corrected before you can successfully register in the portal.

Click the button below to register in the Parent Portal.

Register in the Parent Portal

4. Fill in the Information needed in the fields marked with an Asterisk \*, then click **CREATE ACCOUNT**.
  - a. The First Name and Last Name fields ask for your name as the parent, **not** the students' name. In order 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 USER NAME** 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 see a screen that verifies the correct information. You will get a message stating an activation email has been sent to the email address you provided and you will need to click the link to activate your Parent Portal account.



6. Go to your email account to click on the link sent to activate your account.

From: [No-Reply@graniteschools.org](mailto:No-Reply@graniteschools.org) [mailto:[No-Reply@graniteschools.org](mailto:No-Reply@graniteschools.org)]  
 Sent: Monday, August 13, 2012 9:20 AM  
 To: [redacted]  
 Subject: Granite Account Registration

Thank you for requesting an account at Granite School District. Your account (a [redacted]) must be activated before you can use it.

[Click Here to Activate Your Account](#)

If you are unable to click the link above, please copy and paste the following activation address into your browser:  
<https://portal.graniteschools.org/GraniteRegistration/activateAccount.jsp?rk=FJ3735754246673632441948017SL>