CREATING PARENT PORTAL ACCOUNTS
a guide for parents
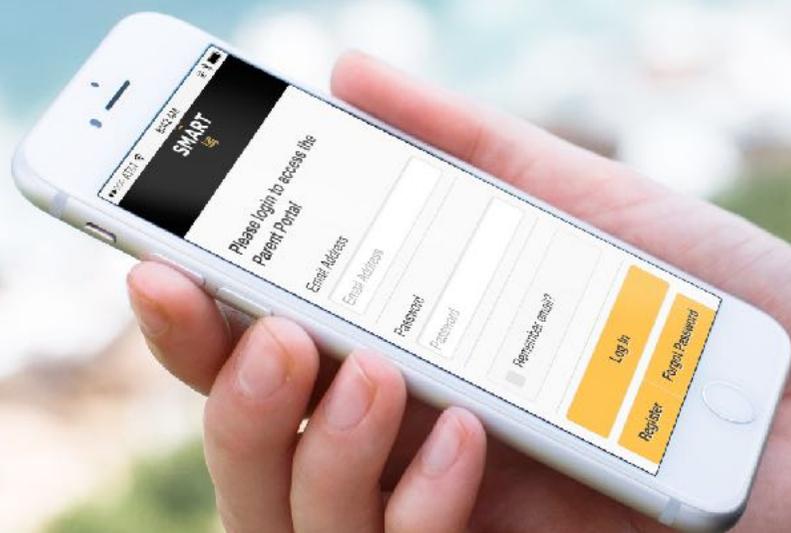
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PREVIEW: WHAT YOU WILL LEARN

Students
Jackie Smith
Jennifer Smith
Sam Smith

Primary Parent Portal Account
Michael Smith (Dad)

Secondary Parent Portal Account
Sally Smith (Mom)

This brief guide will use an example scenario to demonstrate how to create (2) SmartTag Parent Portal accounts. Our example family has (3) elementary students: Jackie, Jennifer and Sam. Both student's Father is Michael Smith and their Mother is Sally Smith.

When following this guide to setup your Parent Portal account, it is important to understand that there are two types of Parent Portal accounts: a primary and a secondary account. If you are the **first** parent to create a Parent Portal account associated with your student(s), you are the primary Parent Portal user.

Primary Account
In our example scenario that follows, Michael Smith (Father) is the first parent to create a Parent Portal account. When creating the account, he enters in the campus name, student ID, and Date of Birth for (1) of his students, Sam Smith. He then gets a list of all (3) of his students. When he completes the account creation process, he is the primary Parent Portal user for all (3) of these students. He can sign up for Smart Alerts (explained on page 7) for each of his students individually.

Secondary Account
Following our example scenario again, Sally Smith (Mother) would also like to create a separate Parent Portal account. Instead of entering in campus, student ID, etc. for one of the students like the father did, she will contact the campus administrators at one (1) of her student's campuses. In our example, she contacts Jackie Smith's campus, and provides them with her full name and email address.

CREATING A (primary)
PARENT PORTAL ACCOUNT

Screen 1

Please login to access the Parent Portal

Email Address

Email Address

Password

Password

Remember email?

Log In

Register | Forgot Password
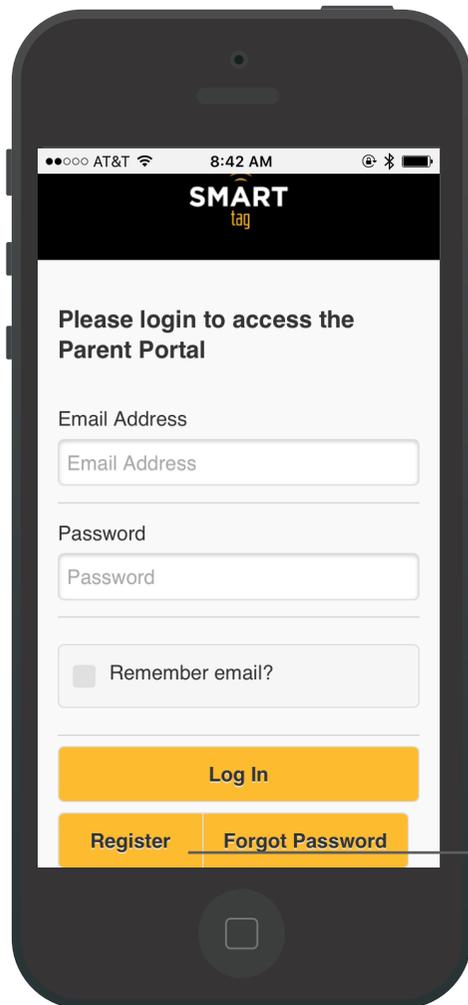
1. Using your mobile phone, visit **https://parent.smart-tag.net**

2. Tap '**Register**'

Screen 2

parent-dev.smart-tag.net

Student Search

Campus or School Name

Evergreen ES

Student ID

84731

Student Date of Birth

07/23/2008
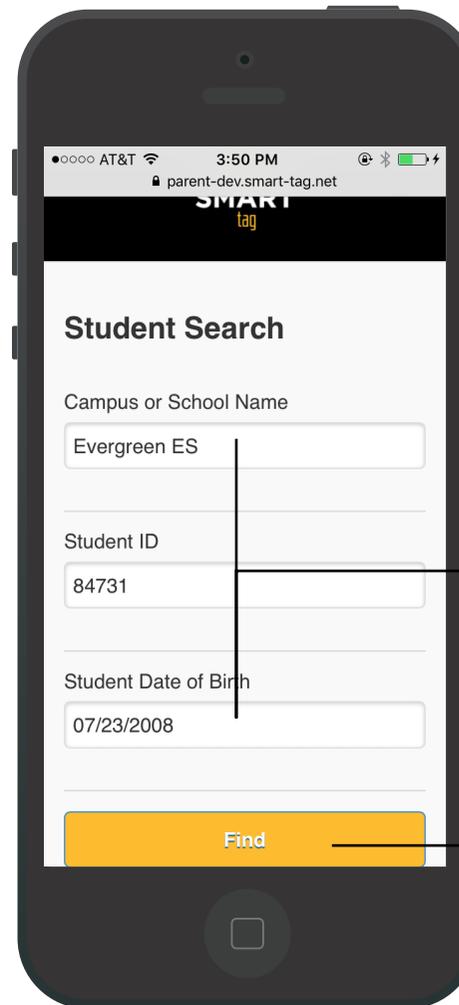
Find

* Please contact your child's campus if you do not know their Student ID.

3. Enter your student's Campus or School Name, their Student ID and their Date of Birth.

4. Tap '**Find**'

CREATING A (primary) PARENT PORTAL ACCOUNT

Tip: all of your students should be listed at the bottom of when you create a primary Parent Portal account. (See Screen 3 below)

Screen 3

Screen 4
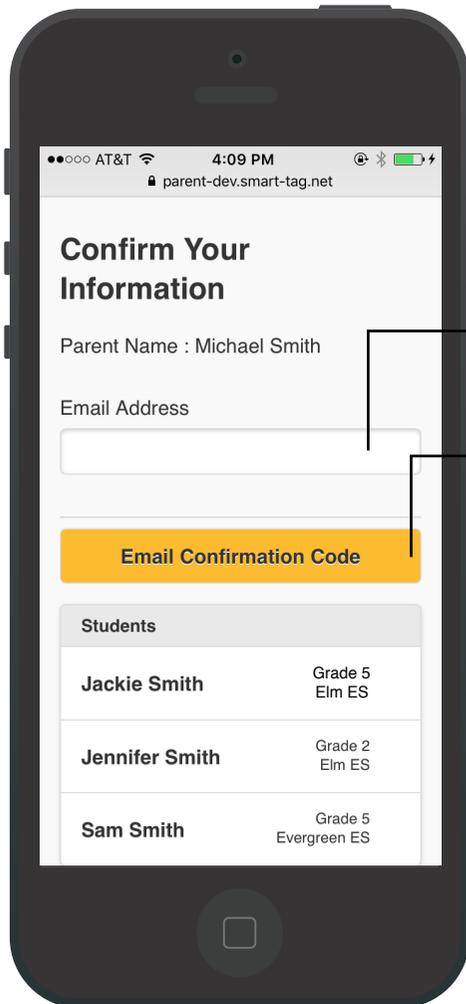
1. Enter your email address

3. Tap '**Email Confirmation Code**'

2. Confirm that your students are listed*

   * In some cases, only 1 or some of your students will be listed. In these cases, please complete the registration process so your account will be created. Once registered, please send an email to **support@smart-tag.net** for further assistance in adding the additional students to your new account.
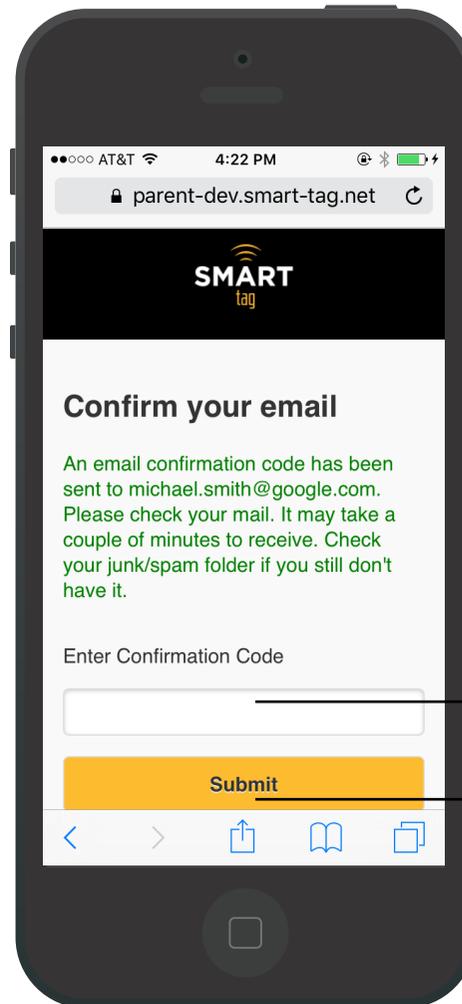
4. Enter the confirmation code that was sent to your email

5. Tap '**Submit**'

CREATING A (primary)
PARENT PORTAL ACCOUNT

Screen 5

Register

Email Address

michael.smith@google.com

Create a Password

••••••

Confirm Password

••••••
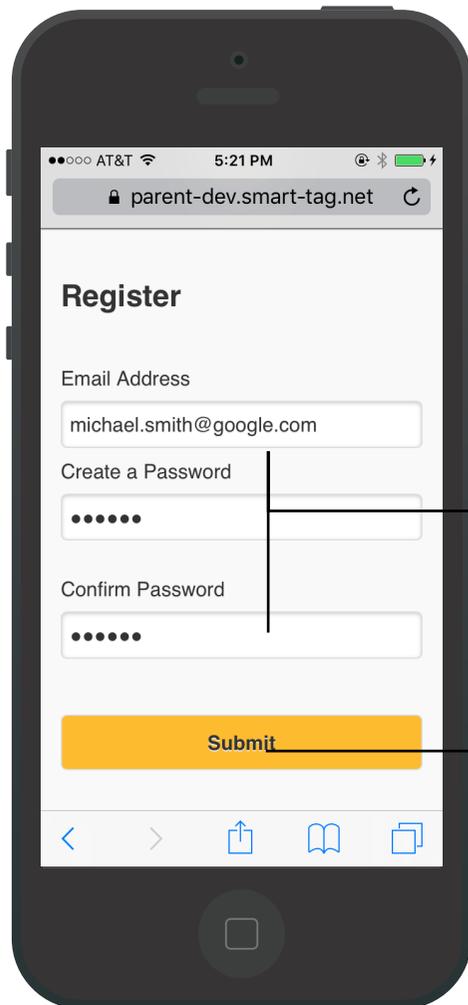
Submit

1. Enter the email address and password you would like to use for your Parent Portal account. Confirm your password.

2. Tap 'Submit'

TASK COMPLETE! ✓

You just created a primary Parent Portal account

UP NEXT: ⌄

Learn how to turn on Smart Alerts for your students

6

TURN ON SMART ALERTS
FOR YOUR STUDENTS

Screen 1
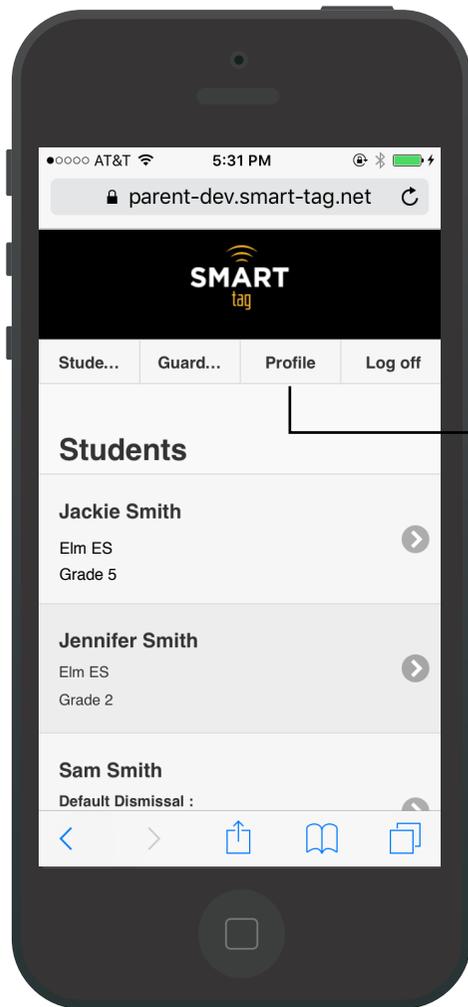
Screen 2

1. The 'Students' page is shown when you log on to your Parent Portal account. Tap '**Profile**' at the top menu.
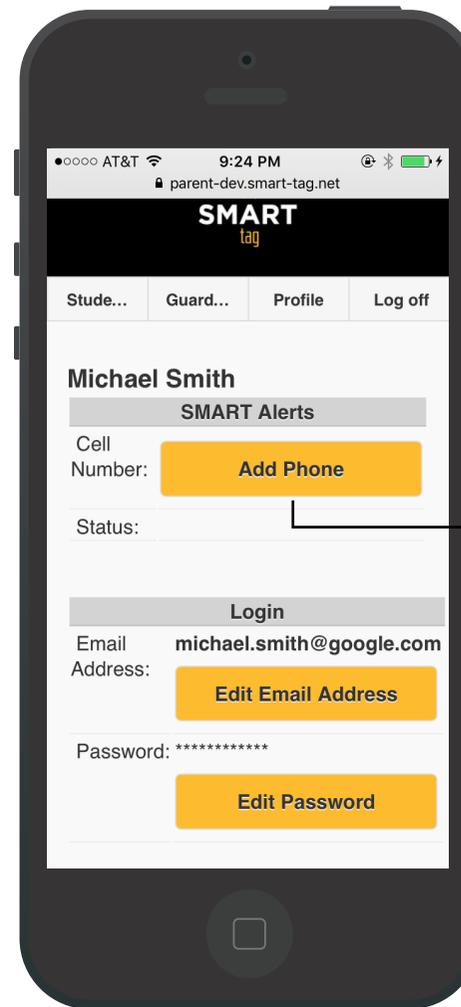
2. Tap '**Add Phone**'

TURN ON SMART ALERTS
FOR YOUR STUDENTS

Screen 3
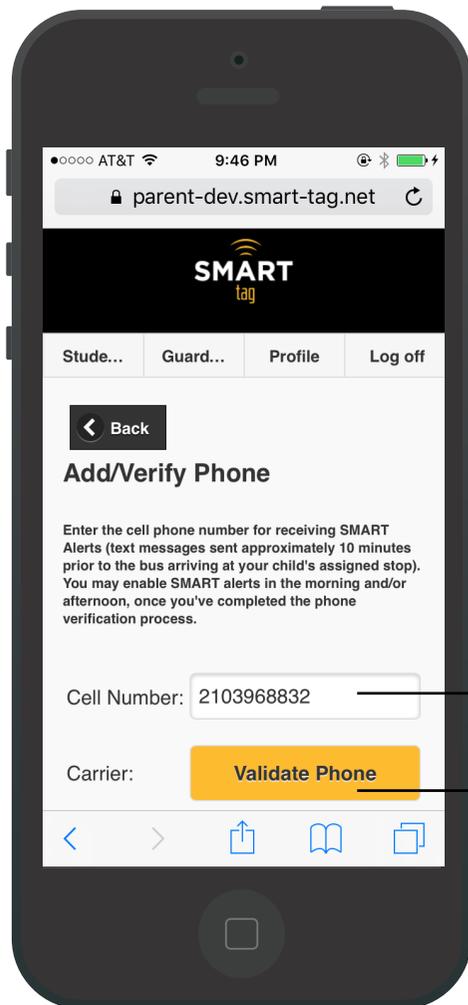
1. Enter your phone number

2. Tap '**Validate Phone**'

Screen 4
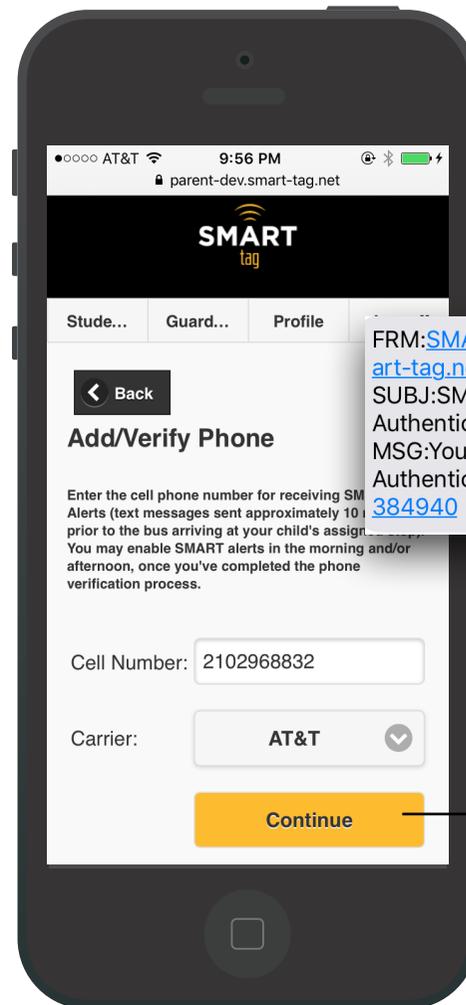
4. Within a few minutes, you should receive a text message with an Authentication Key.

3. When you enter your valid phone number, the 'Carrier' field should auto-populate to the your correct phone carrier. If the carrier field does not populate, use the dropdown box to select it. Click '**Continue**'.

TURN ON SMART ALERTS
FOR YOUR STUDENTS

Screen 5

Screen 6
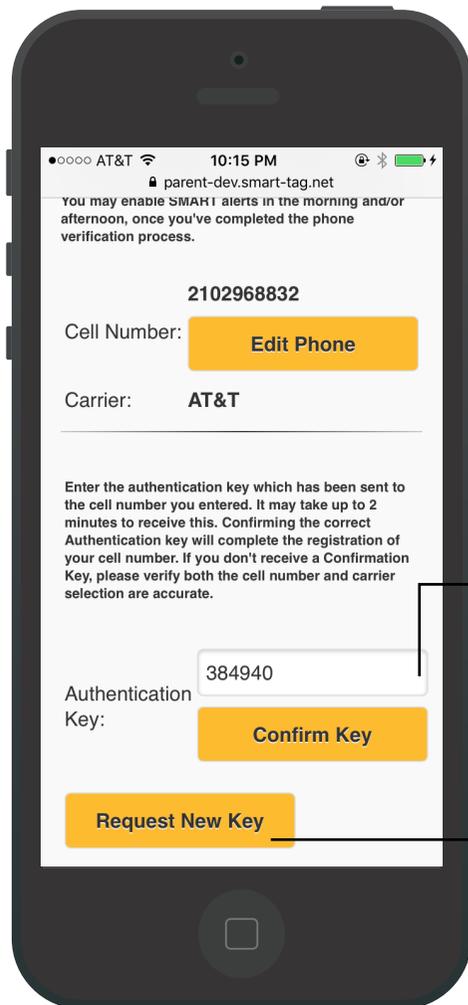
1. Enter the Authentication Key that was sent to your phone in the previous step and Tap 'Confirm Key'

2. If you did not receive the text message with the Authentication Key, you can request a new key be sent. If you still don't receive a text, please double check that your carrier info was entered correctly in the previous step
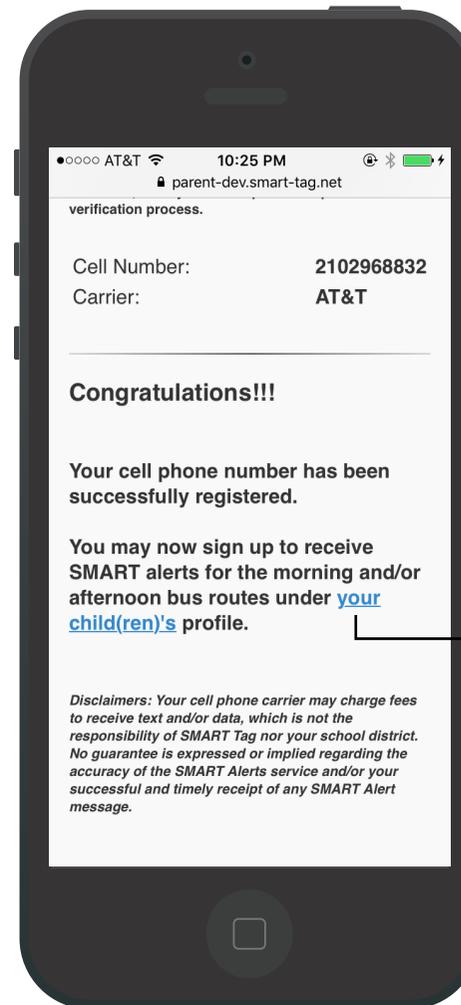
3. Your cell phone number is now registered. Click the blue link to go back to the 'Students' page

TURN ON SMART ALERTS
FOR YOUR STUDENTS

Screen 7
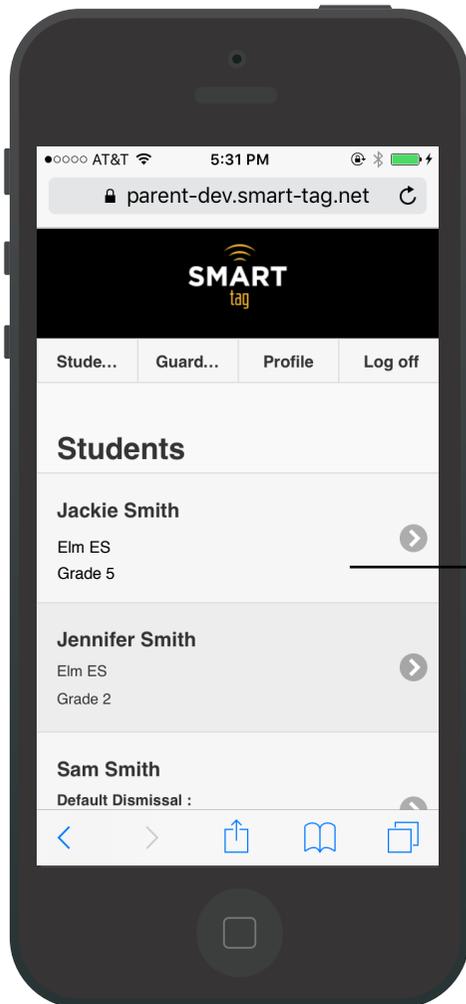
Screen 8

1. Tap the Student name for whom you would like to turn SMART Alerts on
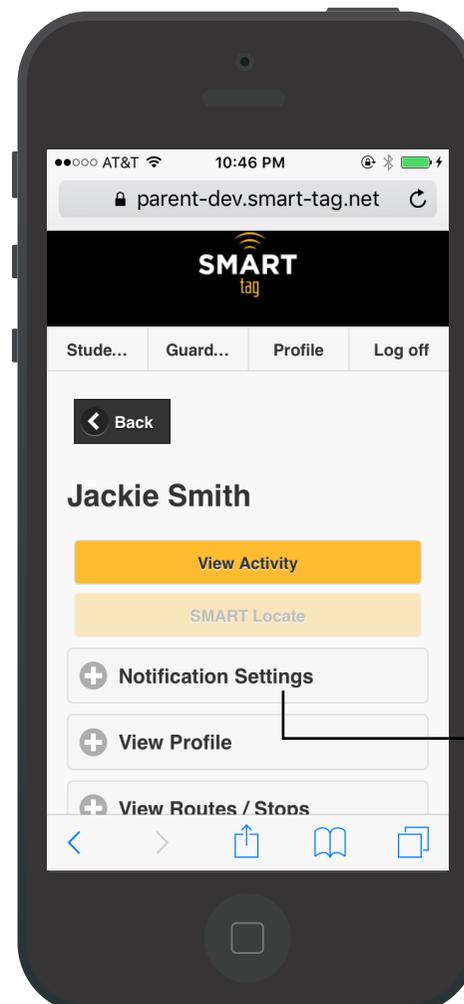
2. Click 'Notification Settings'

TURN ON SMART ALERTS
FOR YOUR STUDENTS

Screen 9
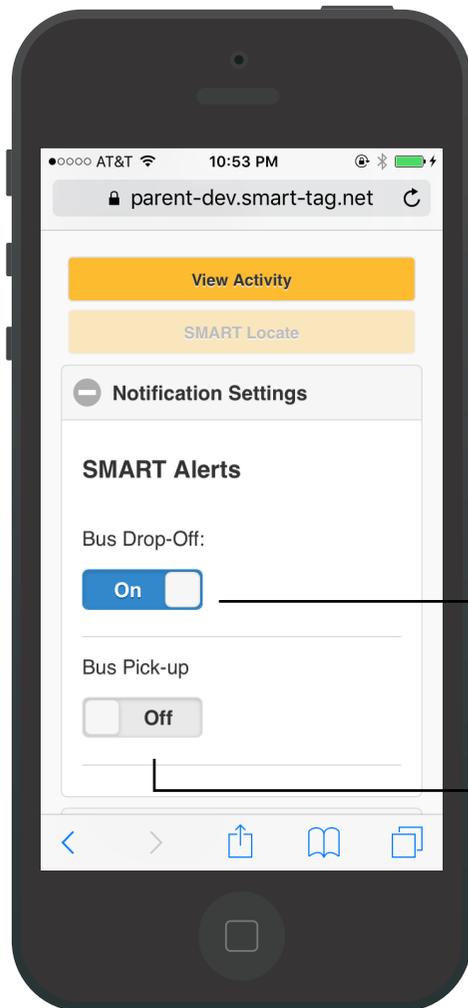
1. Scroll down slightly. Tap '**Bus Drop-Off**' to turn PM SMART Alerts on for this student. Here, Bus Drop-Off is now turned on.

2. Tap '**Bus Pick-up**' to turn on AM SMART Alerts for this student

Screen 10
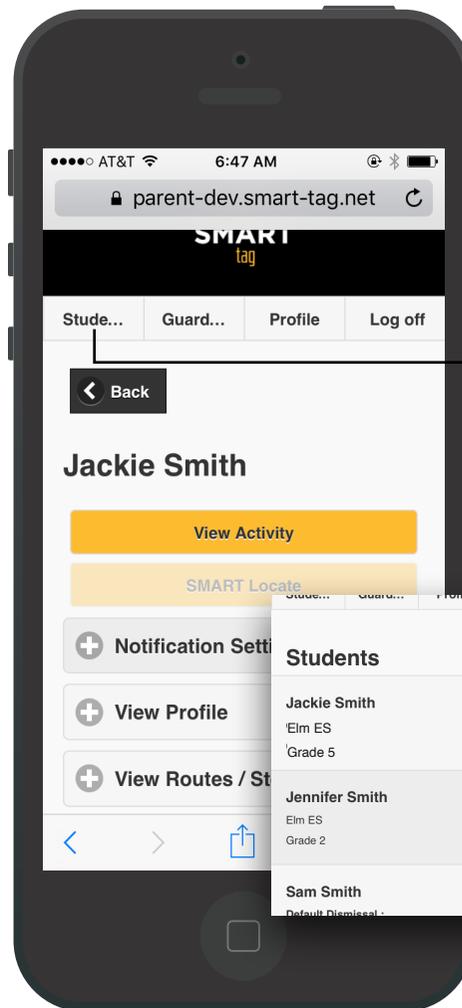
3. Scroll back to the top menu to Tap on the '**Students**' menu item.

4. Turn on SMART Alerts for your other children using the same steps.

TASK COMPLETE! ✔

You just turned on SMART Alerts for your student(s)

UP NEXT: ⌄

Learn how to create a secondary Parent Portal account

CREATING A (secondary)
PARENT PORTAL ACCOUNT

Sally Smith's Phone

SMART tag Parent Portal Registration
Today at 7:22 AM

Hi Sally Smith,

A new parent portal account has been created for you. An email was also sent to Michael Smith containing a confirmation code. To complete account registration, please request this confirmation code and enter it using the link provided below.

https://parent.smart-tag.net/Registration/ConfirmationCode/0?code=Wc%2b2MC0G%2fPHDrEpsrPkyJQ%3d%3d
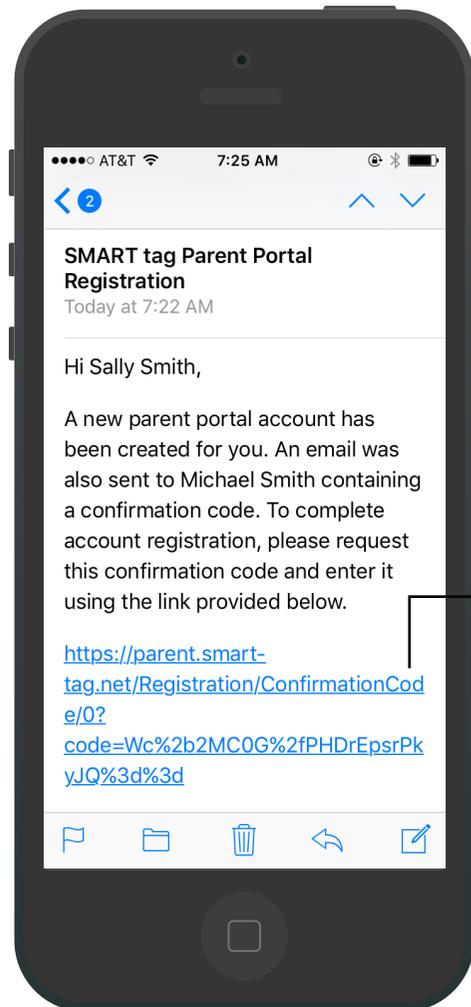
1. Contact your student's campus administrators to setup the secondary Parent Portal. You will need to provide them with your full name and your email address you will use for the secondary Parent Portal account.

2. After contacting your child's campus, both parents will receive an email. The new **secondary Parent Portal user Sally Smith**, receives this email with a link to click

Michael Smith's Phone

Hi Michael Smith,

This is an email notification that a 2nd parent portal user account has been created for Sally Smith and is now associated to Jackie Smith. By sharing the confirmation code below with Sally Smith, they will be granted access to the parent portal.

If you've authorized this additional account, please forward the confirmation code to Sally Smith so that they may complete the registration process.

Confirmation Code: E42FAC1B

If applicable, siblings can also be shared/associated to the 2nd parent

3. The **primary Parent Portal user Michael Smith**, receives this email with a confirmation code. Michael Smith then shares this confirmation code with Sally Smith.

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CREATING A (secondary)
PARENT PORTAL ACCOUNT

Sally Smith's Phone

Sally Smith's Phone

| Mail | ●●○○○ 🔋 | 8:18 AM | 🔋 ⚡ ▮▮ |

🔒 parent.smart-tag.net

SMART
tag

Confirm your email

Enter Confirmation Code

E42FAC1B
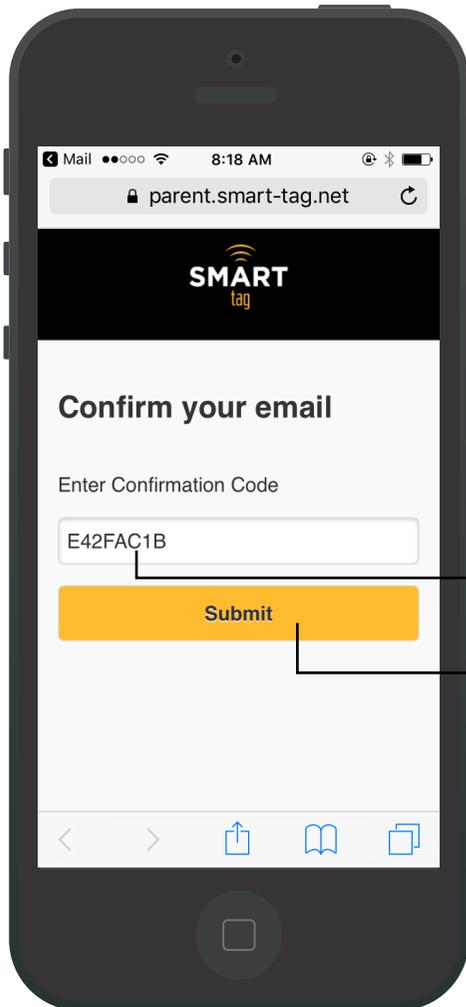
Submit

1. After clicking the link in her email, the **secondary Parent Portal user Sally Smith** enters the confirmation code that was sent to her husband, Michael Smith — the **primary Parent Portal User**

2. Tap '**Submit**'

| ●●○○○ AT&T 🔋 | 8:35 AM | 🔋 ⚡ ▮▮ |

🔒 parent-dev.smart-tag.net

SMART
tag

Register

Email Address

sally.smith@google.com

Create a Password

••••••

Confirm Password

••••••
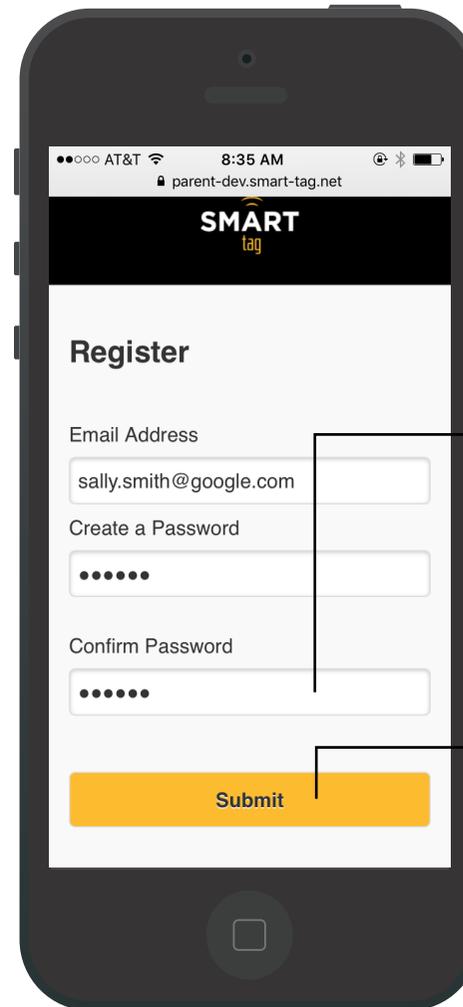
Submit

3. Sally Smith, the **secondary Parent Portal user** enters her email, chooses a password and confirms the password.

4. Tap '**Submit**'

5. Sally Smith now has now registered a secondary Parent Portal account, and is associated with (1) of her (3) children.

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CREATING A (secondary) PARENT PORTAL ACCOUNT

Don't Forget: the secondary Parent Portal user can receive SMART alerts on their phone too. They follow the same steps as the primary Parent to set their SMART Alerts, for EACH student. (See Page 6)

Michael Smith's Phone
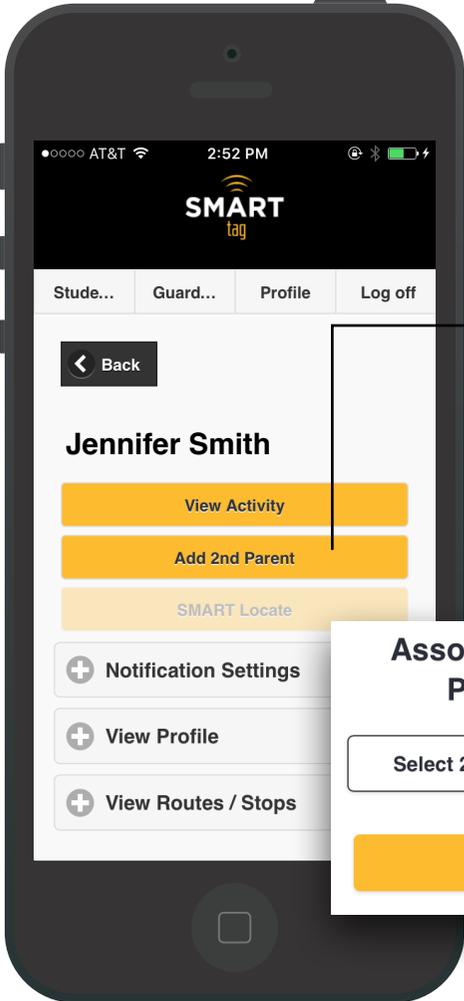
1. To be associated with her other (2) students, the primary Parent Portal user Michael Smith needs to go to each students profile and tap '**Add 2nd Parent**'.

2. In the select menu, Michael Smith selects '**Sally Smith**'.

TASK COMPLETE! ✔

You just learned how to create a secondary Parent Portal account

WHAT'S NEXT? ⌄

Check out a quick summary of the entire creating accounts process

SUMMARY OF THE CREATE ACCOUNTS PROCESS

Students
Jackie Smith
Jennifer Smith
Sam Smith

Primary Parent Portal Account
Michael Smith (Father)

Secondary Parent Portal Account
Sally Smith (Mother)

1. In our example, Michael Smith (Father) creates the first Parent Portal account, and is associated to all (3) of his students.

2. Michael Smith then verifies his phone number, and signs up for SMART Alerts for each of his (3) students **individually**.

3. Sally Smith (Mother) contacts the campus administrators for one (1) of her students, Jackie Smith and tells them to add her as a 2nd Parent. This sends an email to both parents. Michael shares with Sally the confirmation code that is sent to his email, and she finalizes her secondary Parent Portal user account setup.

4. Michael Smith associates the (2) other remaining students, Jennifer and Sam to Sally Smith. Sally Smith is now associated with all (3) of her students and can now sign up for SMART Alerts for all (3) of her children.

5. Sally Smith then verifies her phone number, and signs up for SMART Alerts for each of her (3) students individually.

CONCLUSION ⌄

Additional Support and questions
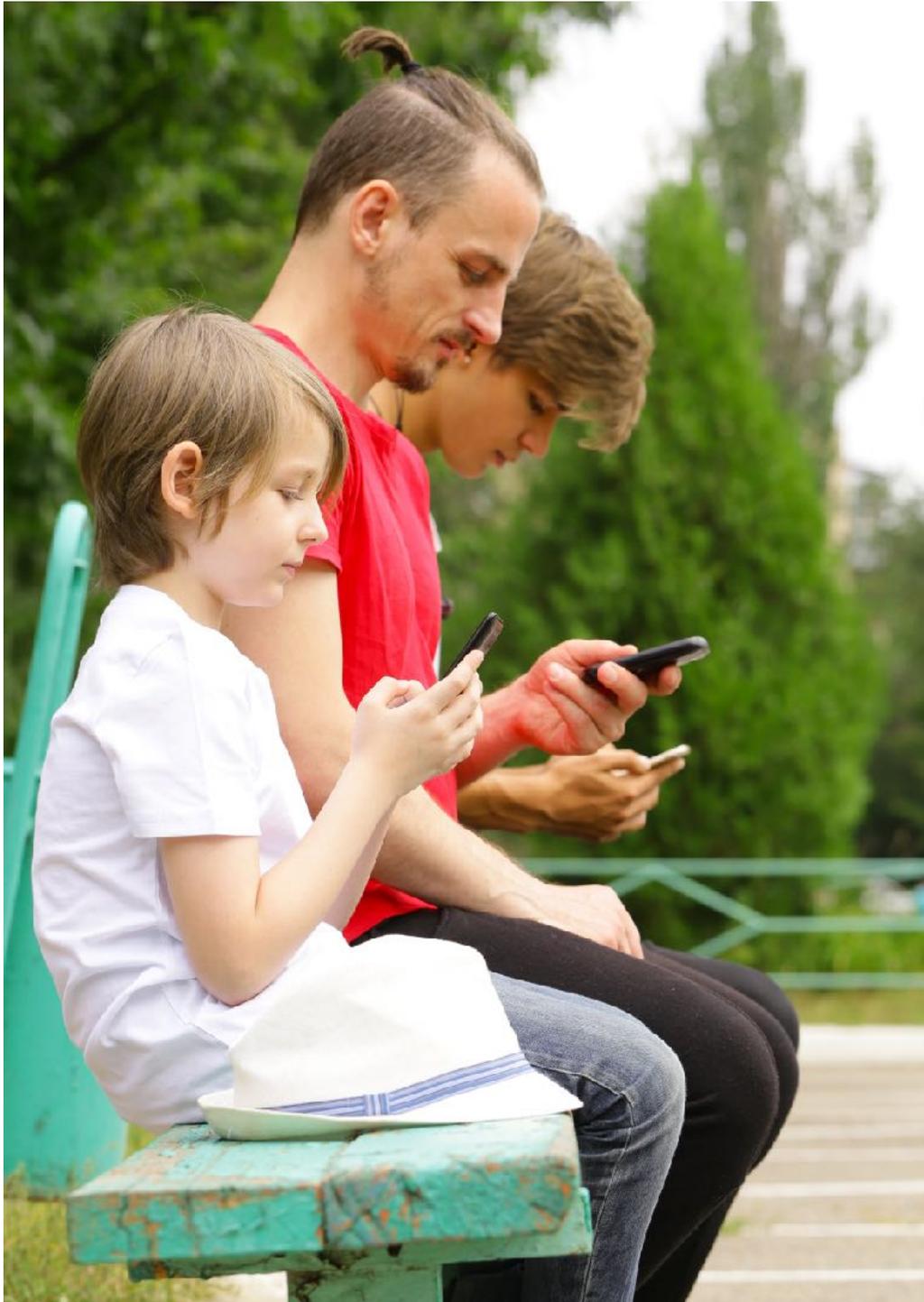
WE ARE DONE!

Thanks for following along

For additional support, please contact your student's campus administrators, or contact SmartTag @ 512-686-2360. Email: **support@smart-tag.net**