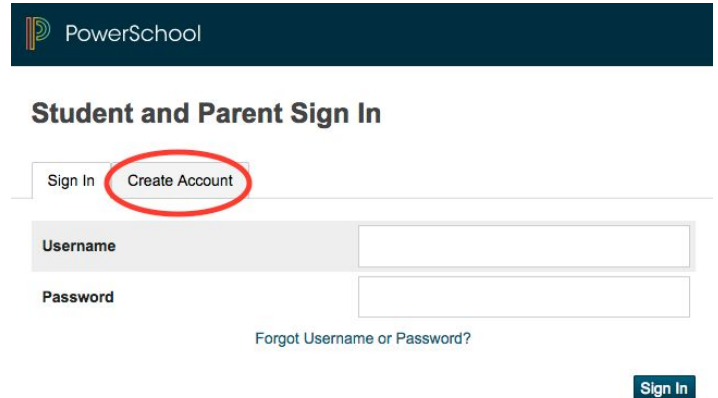# Parent Portal Single Sign-On

The Single Sign-On feature will allow you to have one login for Parent Portal, but allow you to view each of your student's grades and attendance. Also, parents and guardians will not have to share logins, as each parent or guardian should setup their own unique login and password.

- Browse to the Parent Portal website

  http://ps.glcomets.net/

- On the Parent Sign In screen click on the **Create Account** tab
- Click on **Create Account** again in the bottom right corner
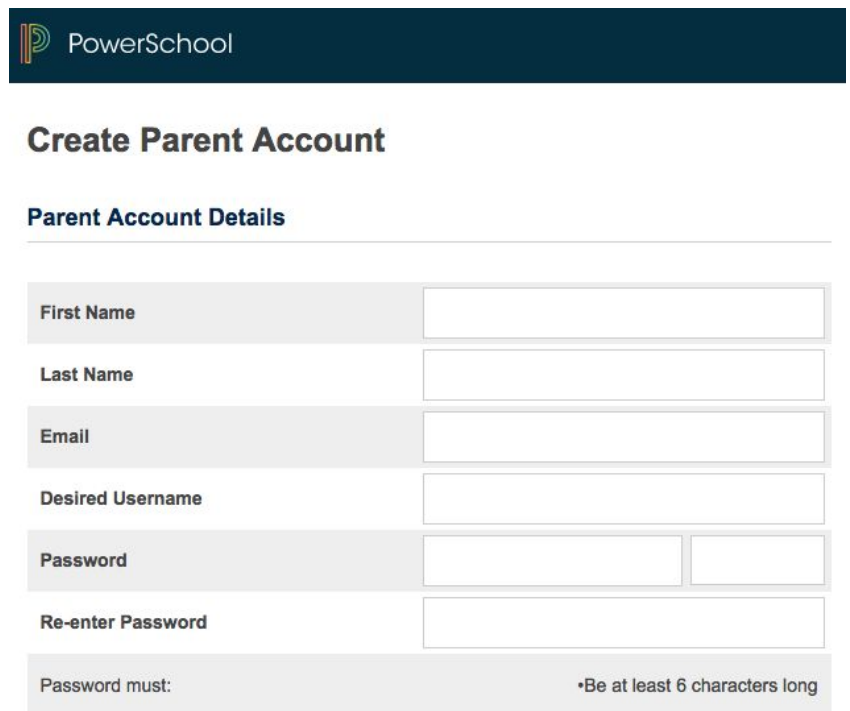
All fields in the *Parent Account Details* section are required, and include the following:

- First Name

- Last Name

- Email (must be unique)

- Desired User Name (must be unique)

- Password (must be at least 6 characters long)

- Re-enter Password

The second section on the page, *Link Students to Account*, requires that the information for at least one student be provided, and includes the following:

IMPORTANT: To create an account, you must have the PARENT Access ID and PARENT Access Password provided to you by the school for the students you are requesting access. If you enter the Student Access ID/Password, the system will not allow the account to be created.

If you need your Parent Access ID and Parent Access Password, contact your student's school main office.

All fields for each student in the *Link Students to Account* section are required, and include the following:

- Student Name

- Access ID – Enter Parent Access ID. Entry is case-sensitive.

- Access Password – Enter Parent Access Password. Entry is case-sensitive.

- Relationship – Your relationship to the student

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

2

Student Name	
Access ID	
Access Password	
Relationship	-- Choose

Up to 7 students can be entered. However, it is recommended that you start with one student. If you mistype any of the Access ID or Password, it will reset and you will have to reenter all of the information again. If additional students need to be added, they can be added after you login to Parent Portal.

Once multiple students are setup, when you login to Parent Portal, each of your student's first names will display at the top in the blue bar. Click on the name of the student to view their individual grades and attendance.

Add other Students from Parent Portal

If you have more than one student and didn't enter them all when you initially setup your account, you can add them the next time you login to Parent Portal.

- Login to Parent Portal with your newly created Username and Password

- In the left pane, click on **Account Preferences**

- In the right pane, click on **Students** tab

- Click on the **Add** button
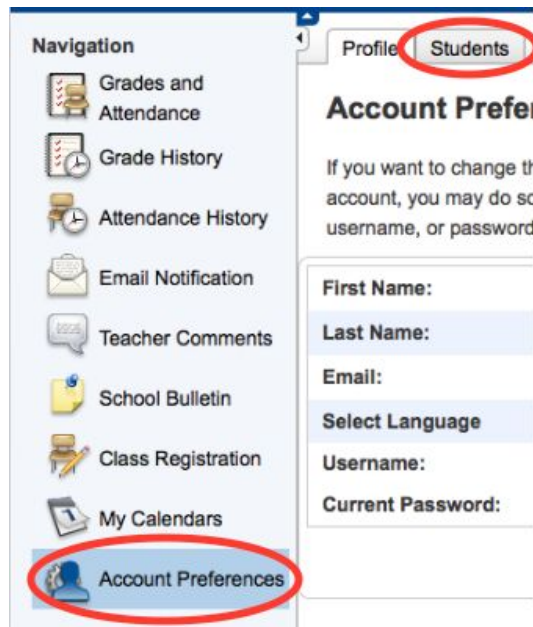
- Enter the student's first and last name

- Enter the **Parent Access ID** and **Parent Access Password** provided to you by the school

Note: Parent Access ID and Parent Access Password fields are case-sensitive.

- Select the relationship to the student, and click **OK**.

You will now see each of your student's first names at the top in the blue bar. Click on the name of the student to view their individual grades and attendance.