

# Parent Portal Instructions

When a student is enrolled, their parent(s)/guardian(s) are automatically assigned a Parent Portal account. They **do not** have to register for a Parent Portal account.

The parent can enter the portal by visiting:

<https://parents.csiu-technology.org/westinghousearts> and enter their email address. If they do not remember their password, they should click the Forgot Password link, which should notify IT. The IT Department can reset the user's password and notify the parent of the adjustment; the Student Accounting Specialist can also update an individual's password.

Once the parent enters the portal, they can change their password and update their account.

To see their student's information, the parent must click on the student's ID number on the main page – this will open a new page with household information that the parent will have to review and verify. The verification occurs only once – when the parent enters the portal for the first time.

Once verified, the parent will see tabs for the student's profile, attendance, schedule, transcript, report card, gradebook, and progress report.

Special note: There is a direct email link for each teacher in the student's schedule so the parent can contact a teacher directly.