

Welcome to the new Discovery Parent Portal

Parent Portal will allow you to link to up-to-date information on your student's attendance, grades, assignments, schedule and transcript. You will also have access to review your child's contact information which may be used to help the school keep it updated.

There are a few things you need when you create a Parent Portal account.

- You must have a valid email address to use the Parent Portal. This is how you will receive your registration information.
- If you do not have an email address, you can sign up for free email accounts at several services: HotMail, Yahoo, Google, etc.. . (These names are provided as examples, we make no recommendations.)
- You must be listed on your child's electronic contact list to have access to a student's data. Your first and last name must match the electronic contact entry in the school's records.
- You will also need to have 3 items identifying your child(ren):
 1. your child's last and first name as electronically recorded at the school
 2. his/her student ID (Example: 34567, this can be found on the student's schedule, an old report card, or the student's id card)
 3. your child's birth date

Once you have everything you need at your fingertips, go to the following url:

<https://parentportal.mpls.k12.mn.us> (outside the district)

<http://parentportal.mpls.k12.mn.us> (inside the district)

After you enter the url the following window for the Parent Portal will appear.

DISCOVERY Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Mailbox Documents Recent

Address <http://sisportal.mpls.k12.mn.us/> Go Links

DISCOVERY PORTAL Version 1.4.0 Monday, May 21, 2007

ed Login

* User Name:

* Password:

Login Clear

Change password on login.

[Forgot password?](#)

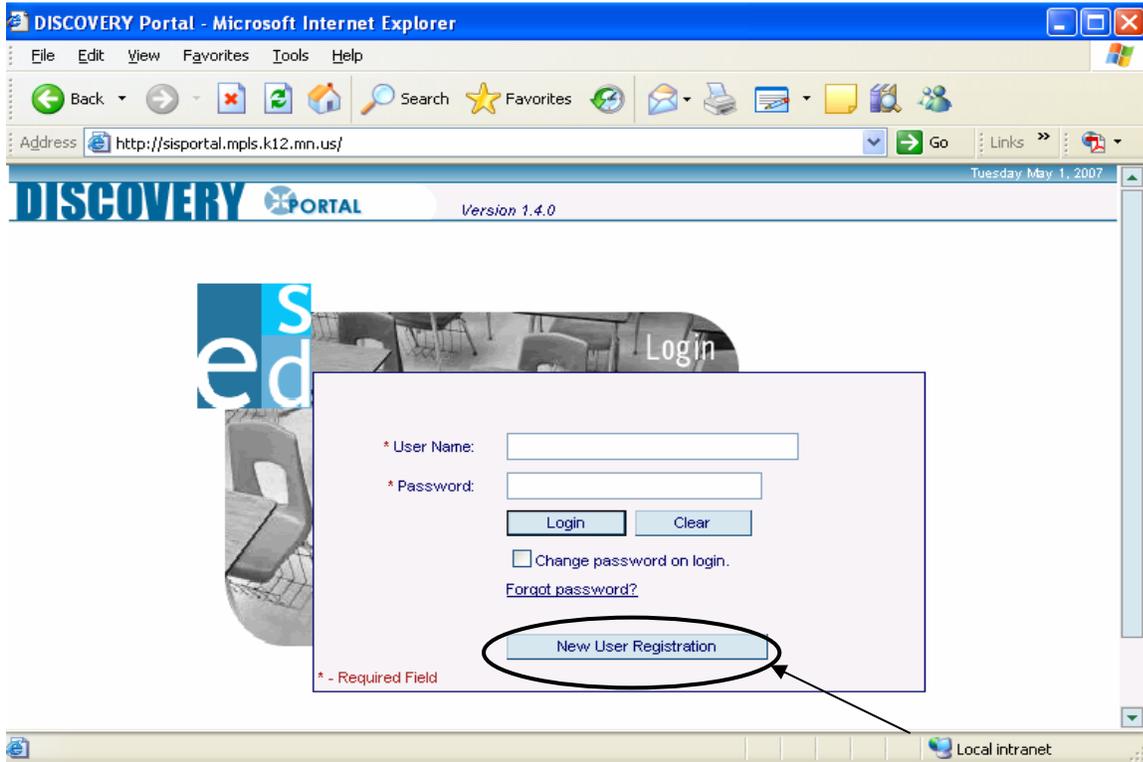
New User Registration

* - Required Field

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Done Local intranet

Left click on the *New User Registration* button to begin.

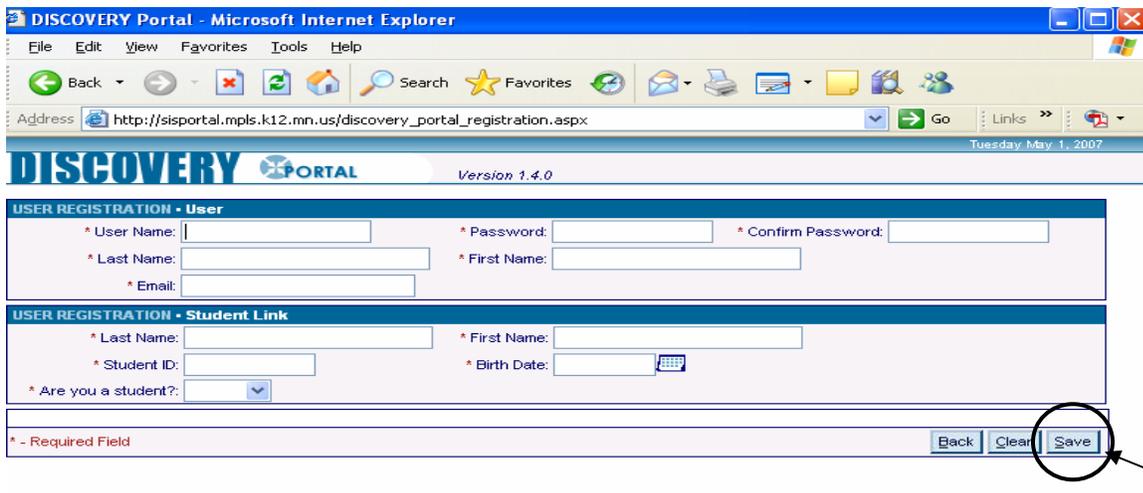


This window has two parts – one for your information (User) and one for your child (Student Link). All fields with a **red asterisk** are REQUIRED.

Your *User Name* must be unique. The system will let you know if someone else has already claimed your username.

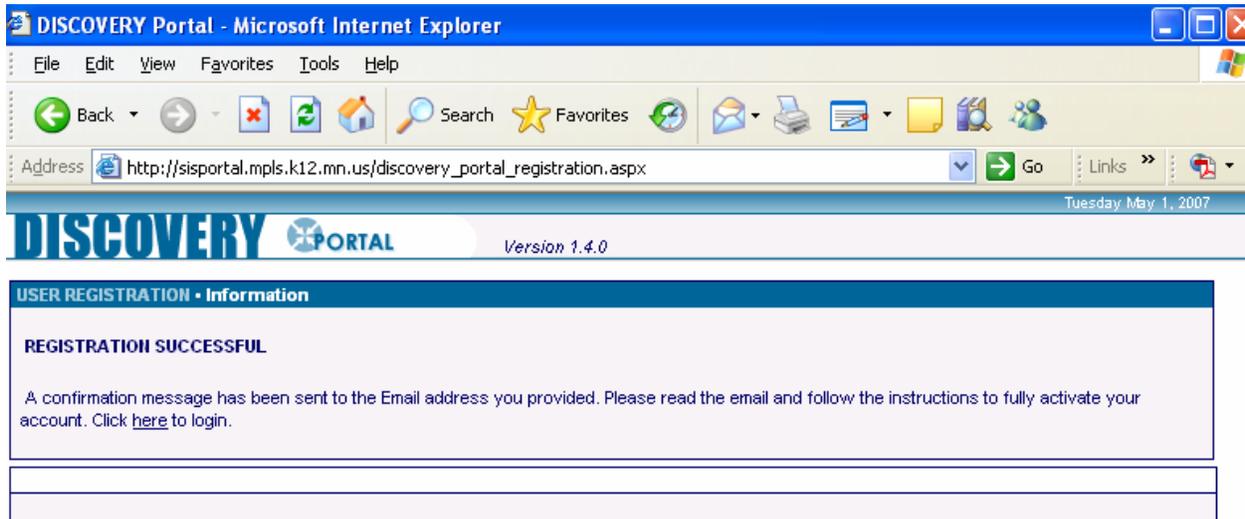
Please remember your *Password* is case sensitive. Upper and lower case letters will make a difference when you try to logon! Also, it must be at least 6-characters in length.

Complete the entries for each box. Then left click on the *Save* button.



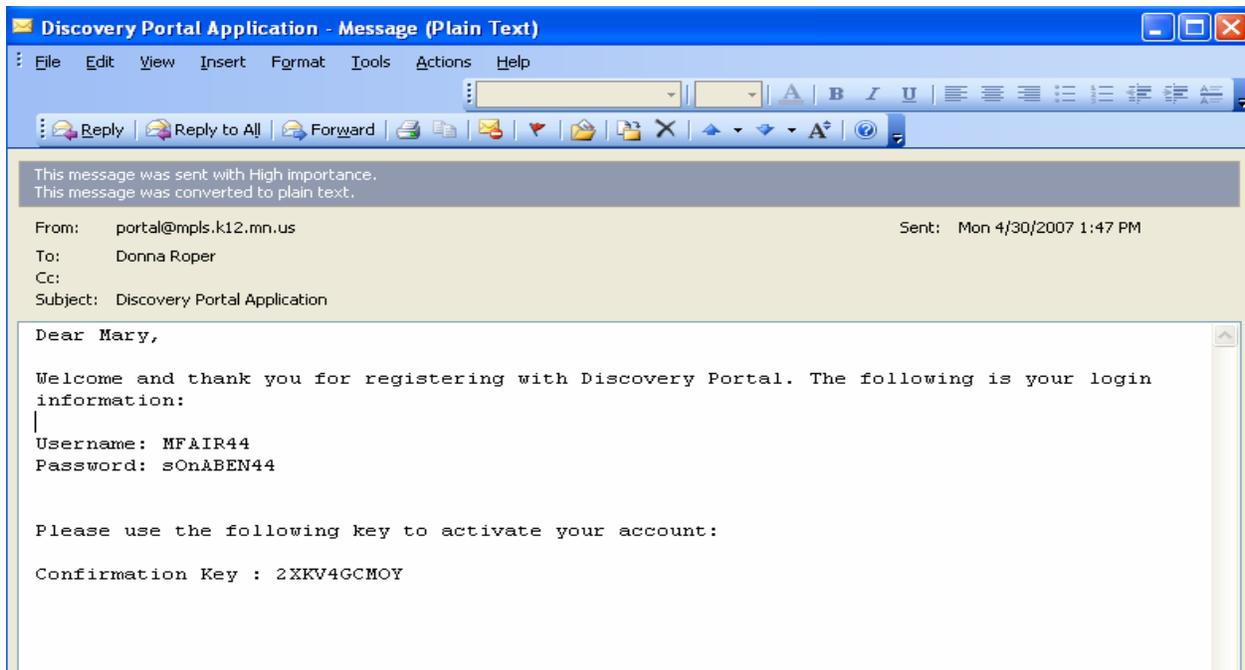
Be sure to say **NO** to the question, “*Are you a student?”.

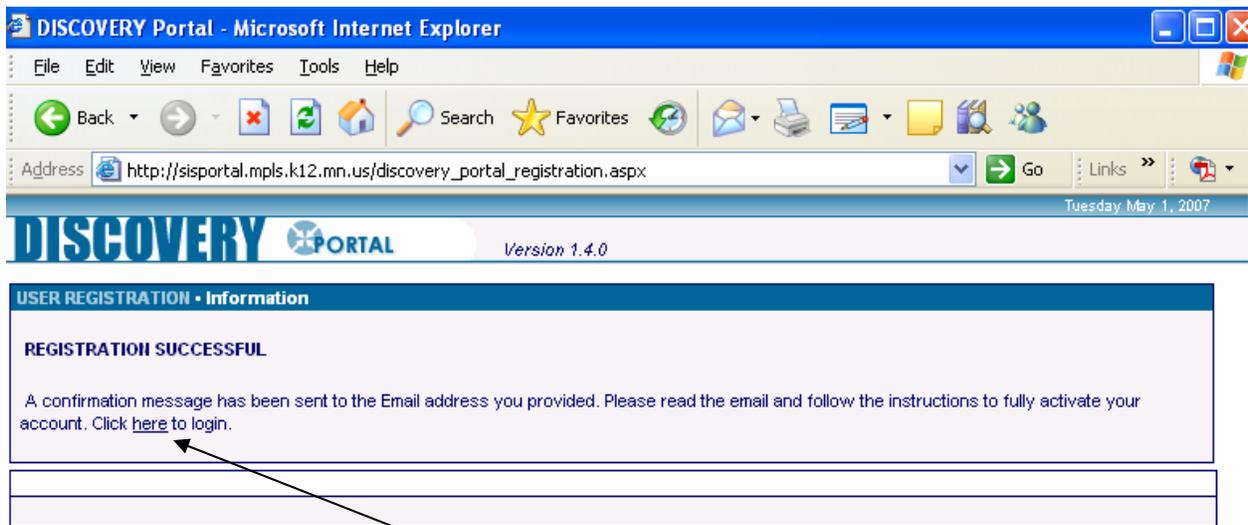
You will see this message once you have correctly completed the information and will need to go to your email to obtain the confirmation message in order to complete your registration.



You need to logon to your email account to get your confirmation code. We recommend you leave this window open while you open your email account. If you leave this window, you can always get back to the Parent Portal through the School's home page by clicking the link detailed above.

Look for an email from **portal@mpls.k12.mn.us** with the subject **Discovery Parent Portal Application**. Check your Inbox *and* Spam or Junk mail folders. Your email provider may flag this as junk/spam from an unknown sender. It will contain the following information.

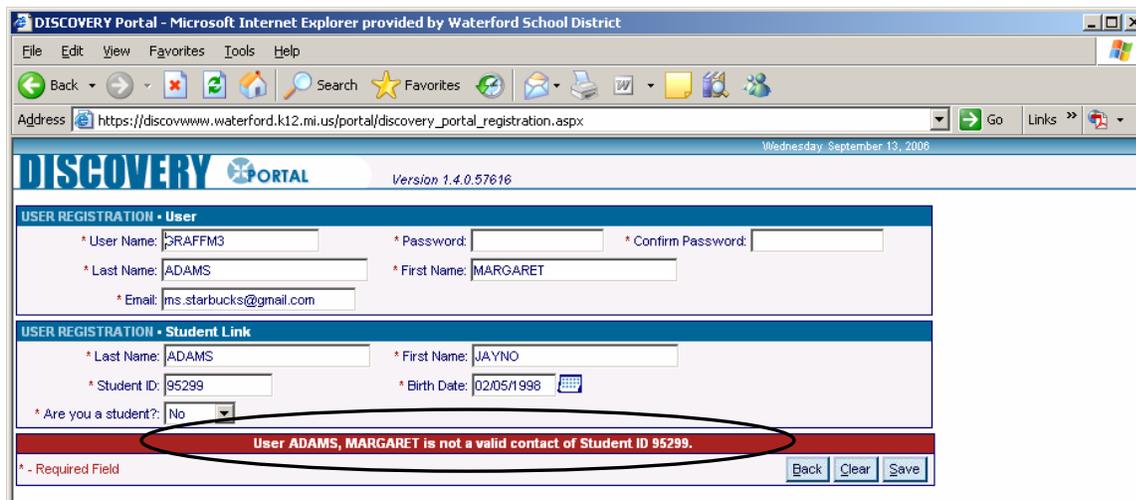




You can now go back to the above screen, Click [here](#) to Login using the information you received including the confirmation code provided in your email:

Congratulations!

If you had **incorrect information** on your registration window, you will see a message in red as in the picture below.

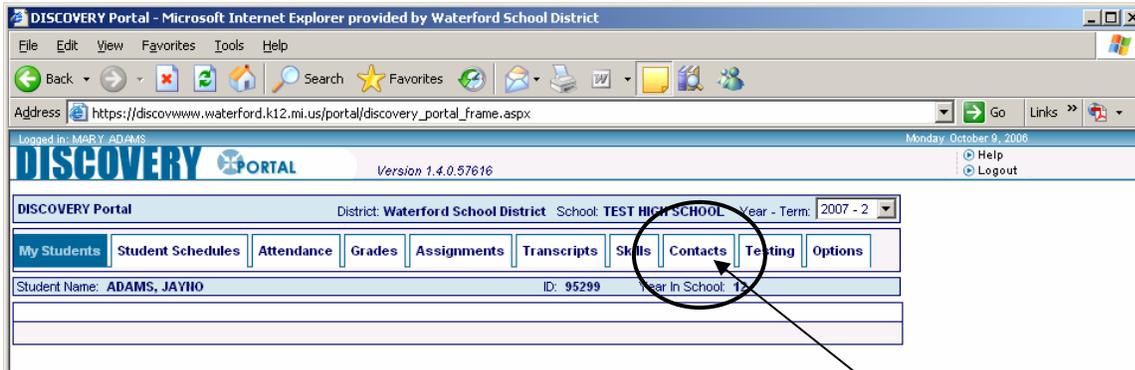


You cannot proceed without correcting the information. You may find it necessary to contact your child's school to verify the information they have on file.

HINTS: If your child's name has a suffix, like Jr or III, try adding that to the Last Name field. The same may apply if you have a suffix appended to your last name. Hyphenated last names are also possible. If you have names like O'Malley try entering the name without the apostrophe as OMALLEY.

Congratulations! You have successfully made it to the Parent Portal. This is the window you will see once you have successfully logged on:

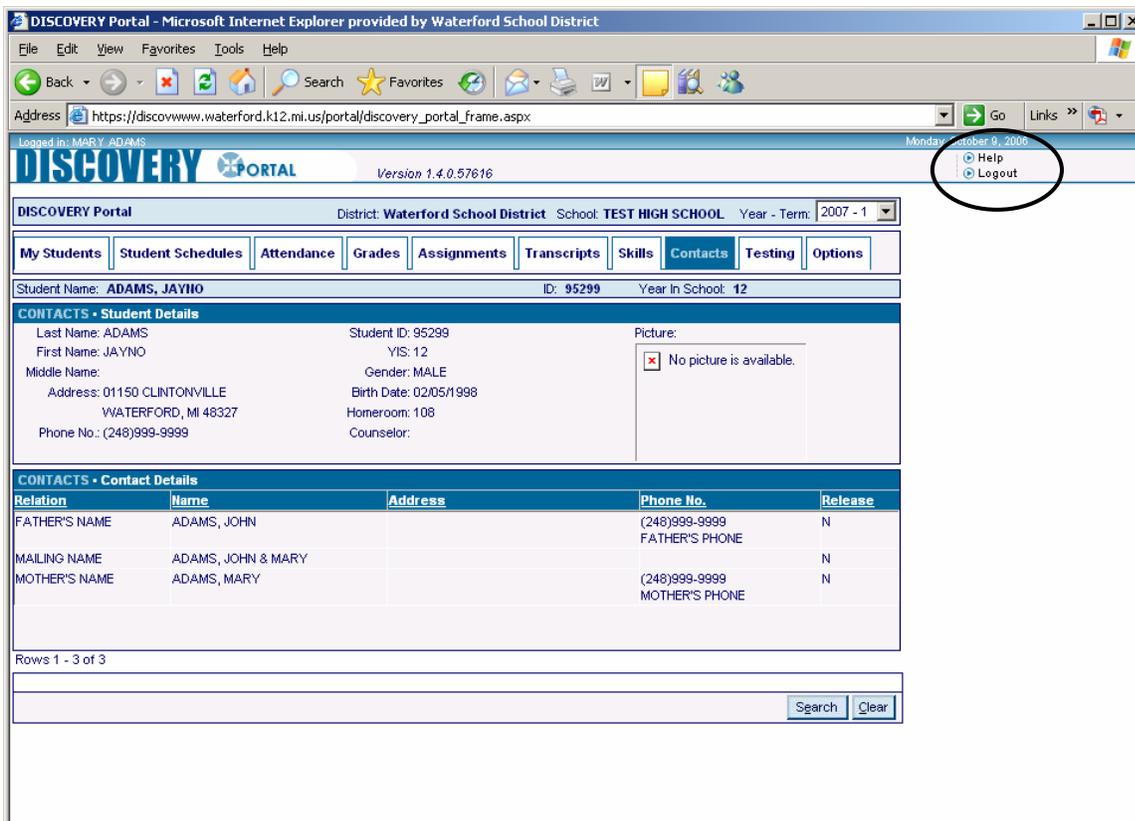
The windows are organized like file folder tabs. Click on one of the tabs to view information. For instance, click on the Contacts tab -



. . . to see address, phone and contact information.

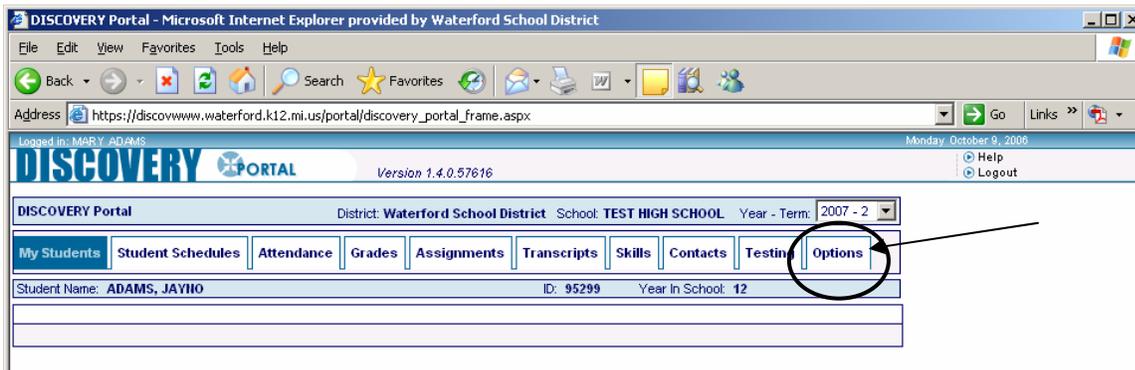
Help and Logout are located to the upper right.

Remember: Always logout to protect your security and your child's personal information!

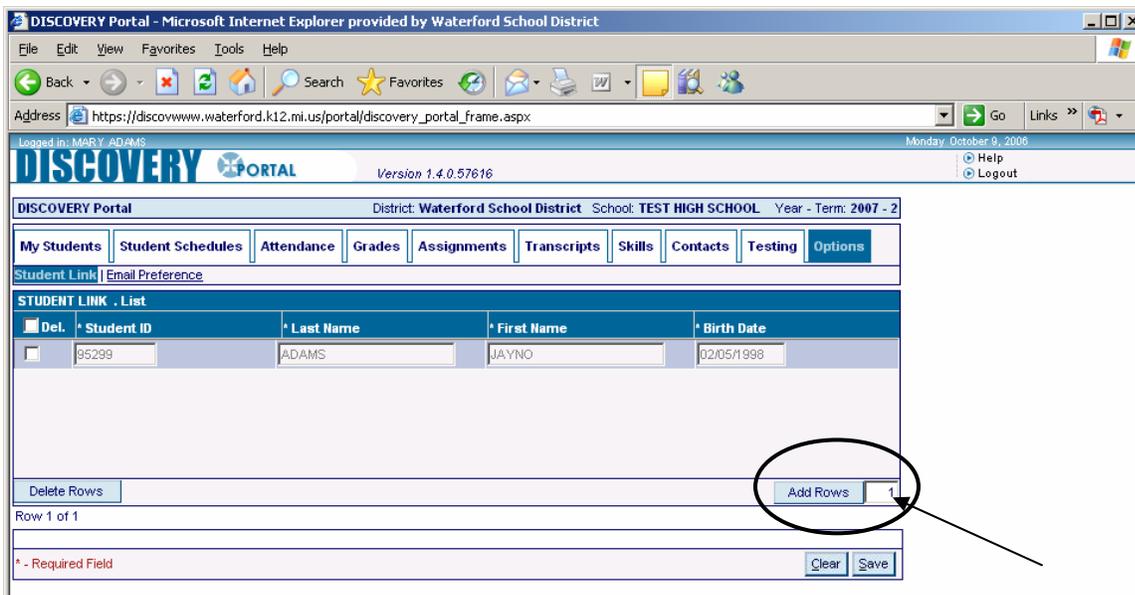


To add other students to your account:

Click on the Options tab on the main screen.



You will see this window with the student you have already linked to. You will need to add blank rows to add more students. So, change the number from 1 to however many children you need to add and then click on the **Add Rows** button.



Now you have at least one blank row to fill in with the Student ID, Last Name, First Name and Birth Date of your child.

DISCOVERY Portal - Microsoft Internet Explorer provided by Waterford School District

File Edit View Favorites Tools Help

Address: https://discovwww.waterford.k12.mi.us/portal/discovery_portal_frame.aspx

Logged in: MARY ADAMS Monday, October 9, 2006

DISCOVERY PORTAL Version 1.4.0.57616 Help Logout

DISCOVERY Portal District: Waterford School District School: TEST HIGH SCHOOL Year - Term: 2007 - 2

My Students Student Schedules Attendance Grades Assignments Transcripts Skills Contacts Testing Options

Student Link | Email Preference

STUDENT LINK . List

Del.	Student ID	Last Name	First Name	Birth Date
<input type="checkbox"/>	95299	ADAMS	JAYNO	02/05/1998
<input type="checkbox"/>				

Delete Rows Add Rows

Row 1 of 1

* - Required Field Clear Save

All of these items are required.

Click on the Save button when you're done.

DISCOVERY Portal - Microsoft Internet Explorer provided by Waterford School District

File Edit View Favorites Tools Help

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Student Link | Email Preference

STUDENT LINK . List

Del.	Student ID	Last Name	First Name	Birth Date
<input type="checkbox"/>	95299	ADAMS	JAYNO	02/05/1998
<input type="checkbox"/>	95297	HAVILAND	LAURA	08/28/1999

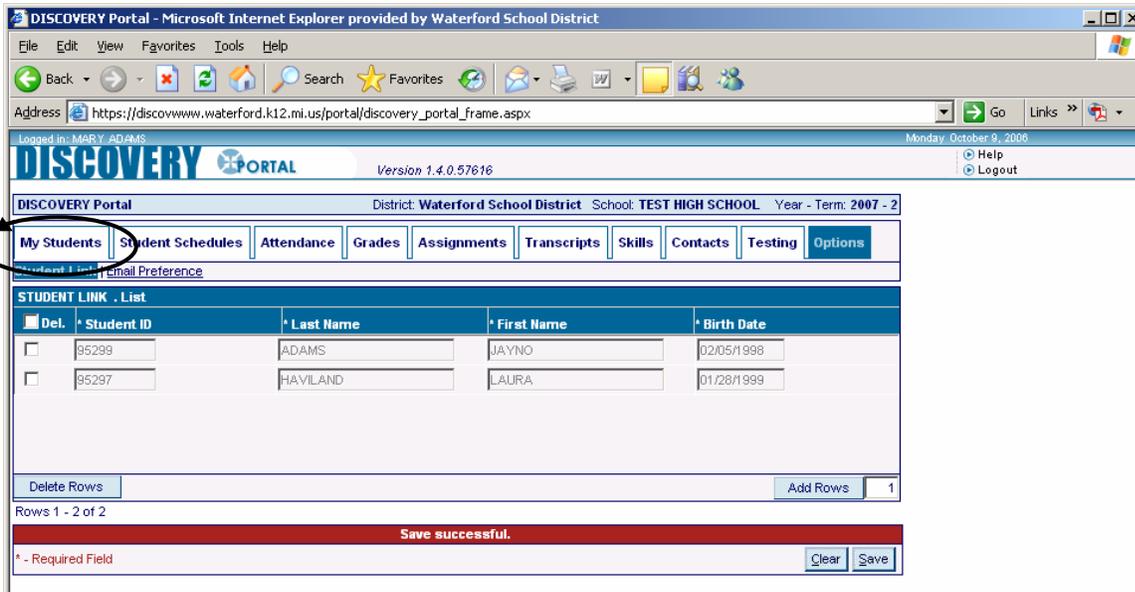
Delete Rows Add Rows

Row 1 of 1

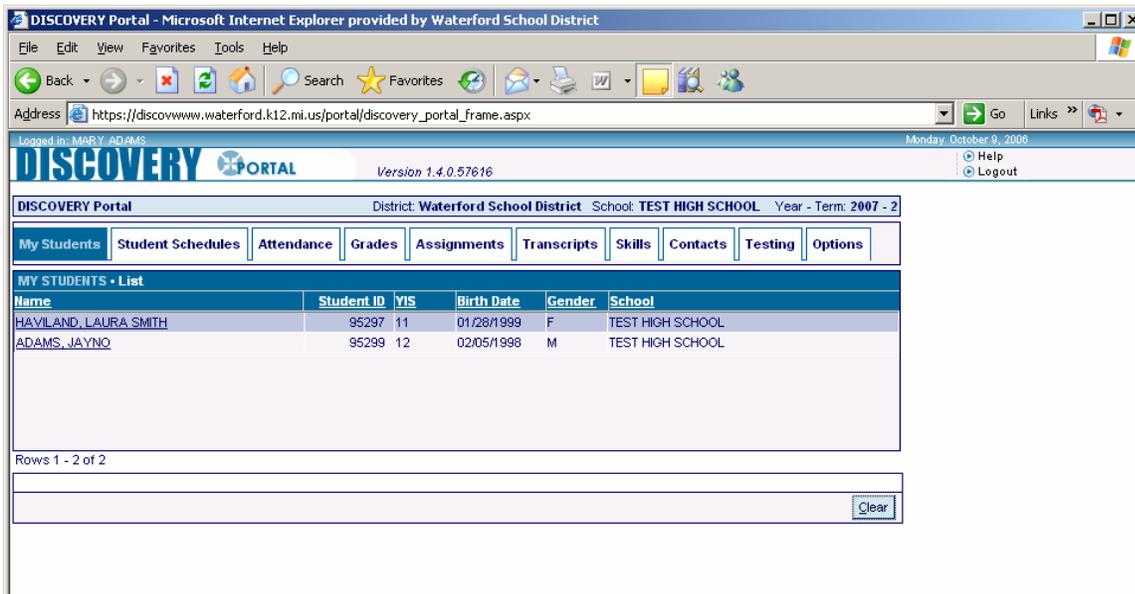
* - Required Field Clear Save

You will receive this window when your add is successful.

Click on **My Students** to return to the main screen.



Now you will see all of your children listed on your main window.



Remember to LOGOUT when you are finished.

Choose your own unique username and password, enter the appropriate identifying information and receive an email with a confirmation key to complete your registration. Registration is only done once for a single child. If you have more than one child, you will add them to your account after you logon for the first time.