

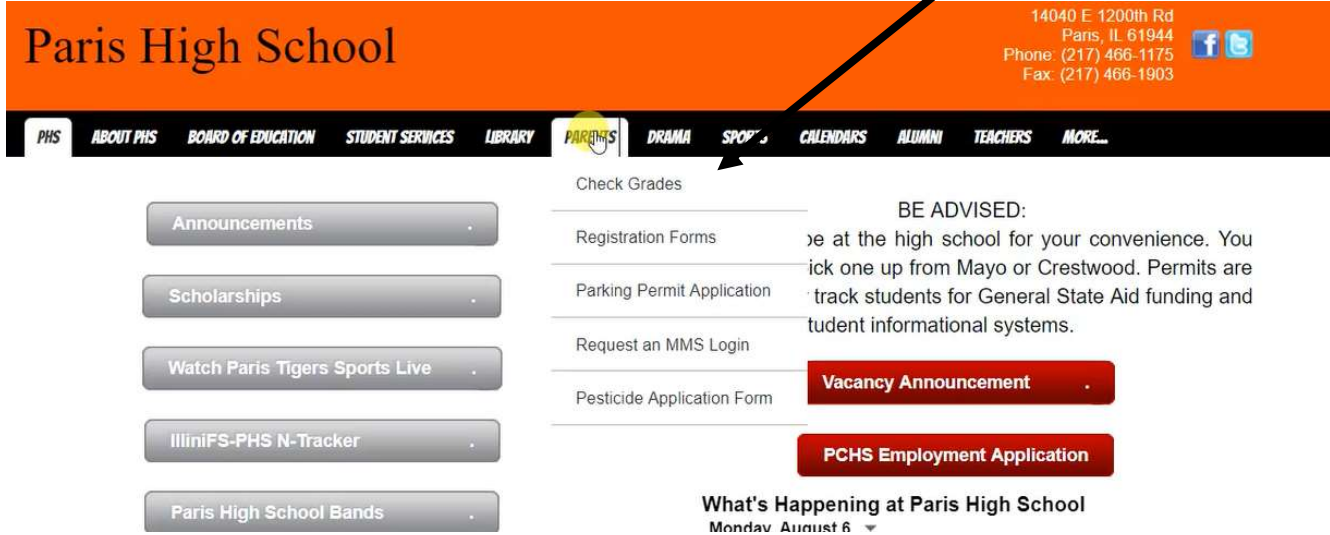


Parent Login Procedures

To check student grades for Parents:

Please go to the high school website. Pchs.k12.il.us

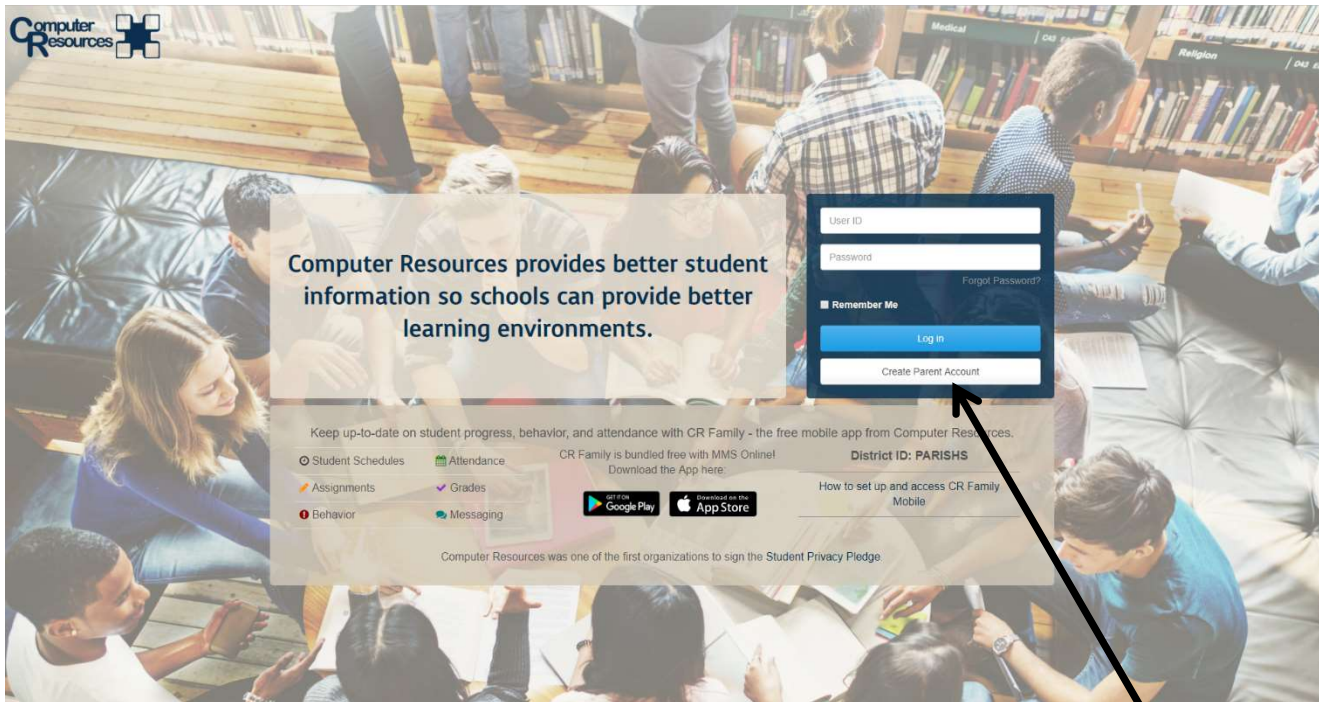
On the website, click on the “Parents” tab and select “Check Grades” from the drop down box.



Once you have clicked on the “Check Grades” button, the Parent login page will display. Next click on the “Click here for Parent Portal” button



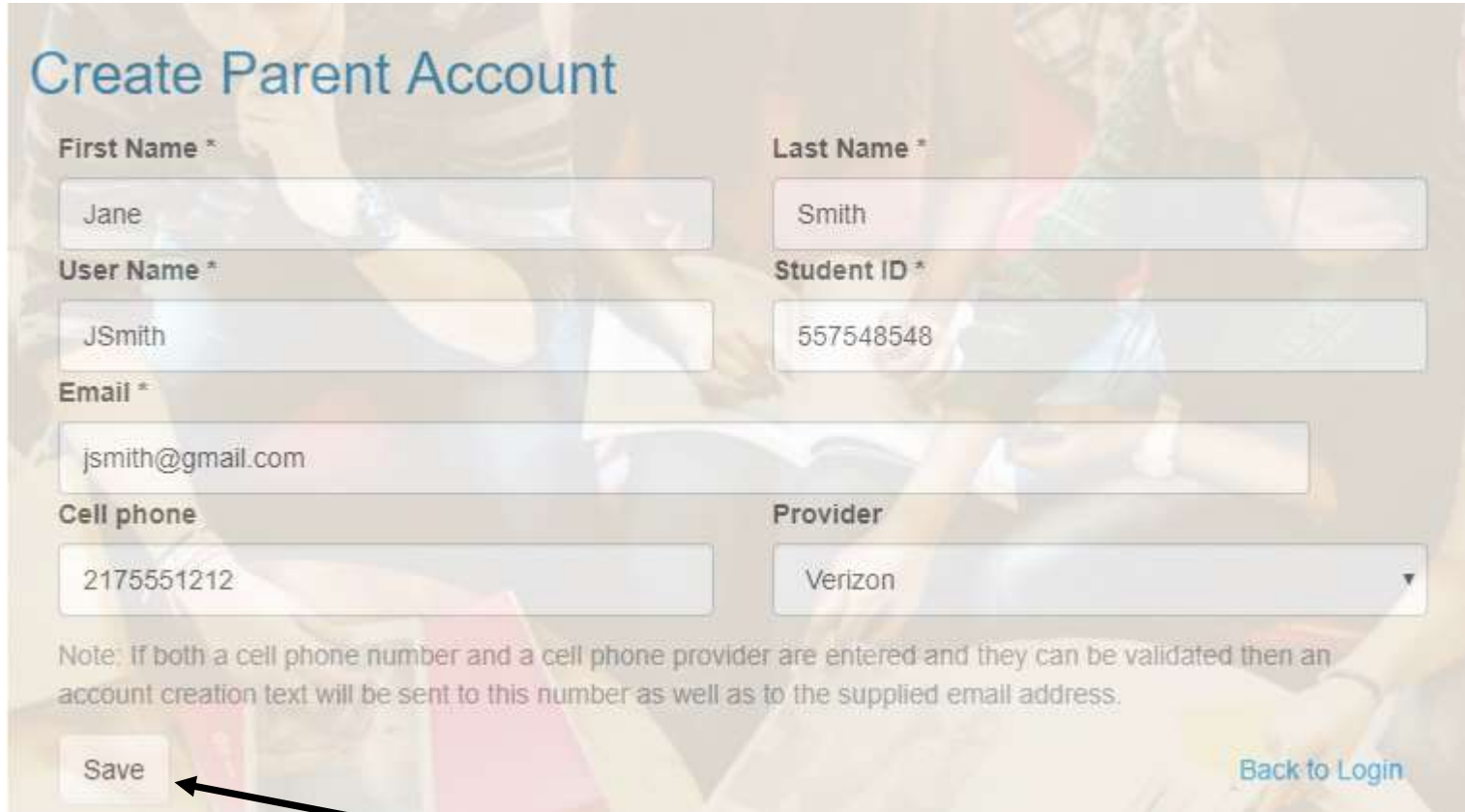
You should now see the Parent Portal website.



If you have never logged into the system for your Paris High School student, click on the “Create Parent Account” button.

If you have logged into the system before, your username and password should be the same as last year. If you have any problems logging in, please email PCHS.HelpDesk@pchs.k12.il.us.

On the “Create Parent Account” screen. All of the fields with * (asterisks) ***must*** contain the same information which you supplied for your student during registration.



The screenshot shows a web form titled "Create Parent Account". The form contains several input fields and a dropdown menu. The fields are filled with the following information:

Field Label	Value
First Name *	Jane
Last Name *	Smith
User Name *	JSmith
Student ID *	557548548
Email *	jsmith@gmail.com
Cell phone	2175551212
Provider	Verizon

Below the form, there is a note: "Note: If both a cell phone number and a cell phone provider are entered and they can be validated then an account creation text will be sent to this number as well as to the supplied email address." At the bottom left, there is a "Save" button with a black arrow pointing to it. At the bottom right, there is a "Back to Login" link.

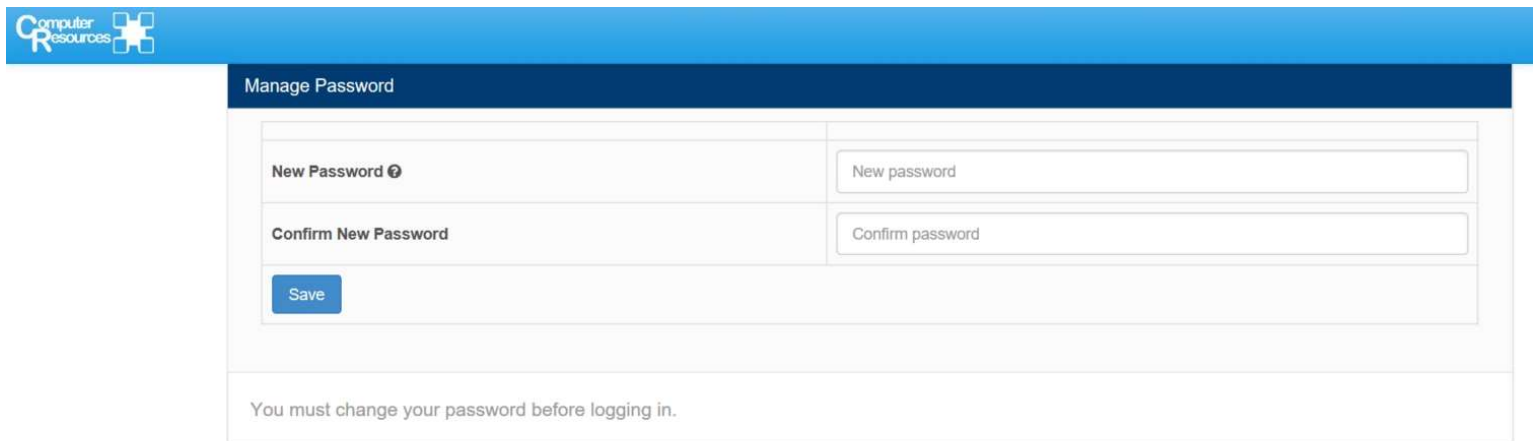
Once you have filled in all the information, click on the “Save” button.

If the information does not match our records, you will receive an error message of:

The information provided does not match the information on file for your account. Please contact your School Administrator.

Please email PCHS.HelpDesk@pchs.k12.il.us to get the information we have for your student>

After you click the save button and all your information is correct, you will receive an email with a link to setup your password. Click on the link and type in the password you would like to use for your parent account.



The screenshot shows a web application interface for managing a password. At the top left, there is a logo for 'Computer Resources' with a blue and white icon. Below the logo is a dark blue header bar with the text 'Manage Password' in white. The main content area is a light gray form with two input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field has a placeholder text 'New password' and a small eye icon to its right. The 'Confirm New Password' field has a placeholder text 'Confirm password'. Below these fields is a blue 'Save' button. At the bottom of the form, there is a message: 'You must change your password before logging in.'

After typing in your desired password, you should now be able to login to see your student's information.

If you have any questions or concerns about login information, please email PCHS.HelpDesk@pchs.k12.il.us.