

Parent Portal Information (For Parents)

Creating a Parent Portal account for your student(s) requires two steps:

1. Create your own parent portal account.
2. Linking your student(s) using the provided Access ID and Access Password.

DISTRICT PROVIDED ACCESS CODE (FOR LINKING A STUDENT TO YOUR ACCOUNT)
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Student Name:

Access ID:

Access Password:

How to Create your Parent Portal Account & Link your Student(s):

1. Navigate to the following website: <https://ps.rcs.misd.net/public/>
2. Click the "Create Account" tab.
3. Click the "Create Account" button.
4. Fill in your First Name, Last Name, Email Address, desired Username, and desired Password.
5. Under the "Link Students to Account" section enter the student's name, *Access ID* (provided by the School), *Access Password* (provided by the school), and your relationship to the student .
6. Enter this information for any additional students (additional students can also be added after the account has already been created).
7. Click Enter at the bottom of the page to create the account.

Create Parent Account

Parent Account Details

First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Re-enter Email	<input type="text"/>	
Desired Username	<input type="text"/>	
Password	<input type="password"/>	<input type="password"/>
Re-enter Password	<input type="password"/>	


Password must:

•Be at least 8 characters long

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose 

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>