

How To Create A Parent Portal Account

Please read all directions carefully prior to logging onto the portal website.

Before creating your account, please have ready a desired username and password for the account.

Guidelines:

- 1) Both the username and password must be six or more characters.
- 2) You may use letters and/or numbers, but nothing else. Do not use spaces, symbols or underscoring in the username or password.
- 3) Very important! Do not use your **any** part of your name or **any** part of your email in the username or password – the portal will not function if you do.
- 4) Write down your username and password on the lines below – you will need to refer to them when creating your account. Please retain this page after creating your account for future reference.

5) Username: _____

6) Password: _____

Now you are ready to create your Parent Portal Account.

- 1) Go to the J.L. Mann Home Page.
(<http://www.greenville.k12.sc.us/jlmann/>)
- 2) On the left side of the page, look for the title “Parent Portal”.
(there will be a small blue symbol in front of ‘Parent’)

- 3) Click on “Parent Portal
- 4) Go to top of new page and click on “Parent Portal” again.
- 5) Click “Create a New Account”
- 6) Enter your first name, last name, and email address.
- 7) Enter the username and password you created, then re-enter your password again.
- 8) Scroll down and enter your child’s information - name, access ID #, and password #. This information is found on the page with your child’s name – look at the bottom part of the page. Use only one child to start the account. Use the procedures in the **Parent Portal Guide* to add additional students to your account.
- 9) Choose the correct category in the drop down menu labeled ‘Relationship’, then click the submit button. This should take you back to a log-in screen for the Portal.
- 10) Type in your username and password and press enter. This should take you into the Portal.

* You should be completely set up in the Parent Portal. A complete guide to the portal can be found on the J.L. Mann home page underneath the Parent Portal. It is titled ‘*Parent Portal Guide*’ and is a great navigational tool for the Portal. ‘How to Add Students to Your Account’ instructions are on page 4. If you encounter any issues with the Portal, or cannot get an account created, please call Issi at 864-355-6317 during school hours for help.