**How to request a Parent Portal Account:**

**Step #1:** Make sure you have a current email address and your email username and password handy.

**Step #2:** Request an Account

**Option #1- Online**
⇒ Go to: [https://myportal.dpsk12.org](https://myportal.dpsk12.org)
⇒ Click on the “Getting Started” tab.
⇒ Fill in all of the boxes and click submit.

**Option #2- Account creation form** (Forms can be obtained from your child's school).
⇒ Mail it in (Postage is not necessary) or drop it off at any DPS School.

**Option #3- Call us! 720.423.3163**
⇒ Our customer service team is available Monday-Friday from 8:00am to 4:00pm, if you contact us outside of those hours, please leave a message.

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**The Process—Once the Portal Team receives your request for an account:**

If all of the information submitted (either by mail or online) is complete and matches your information in the student data system:

**Step #1:** You will receive an email from the Portal Team with a link to activate your account.
⇒ Once you click the link, within **30 minutes** you will receive a **2nd email** with your username and password.
⇒ If you do not receive this email, please 1st check your spam. If you do not receive this email contact the Parent Portal Team.

***Please note, if we need more information in order to create your account, we will contact you by phone.***

**Step #2:** Login to your Parent Portal at [https://myportal.dpsk12.org](https://myportal.dpsk12.org), click Parent Login.

**Step #3:** Select and answer your security questions and the click the box at the “end user agreement”.

**Step #4:** You’ve made it to the Portal, enjoy!

**Did you know there is a Student Portal too?**

All student’s have an account already created for them!

To login to the Student Portal:

**Step #1:** Go to [https://myportal.dpsk12.org](https://myportal.dpsk12.org), click the “student login”.

**Step #2:** Every student will login with:
⇒ Username: student ID#
⇒ Password: 8 digit date of birth* (08261977)

*If the student has changed their password, it will NOT be their 8 digit DOB.

**Encourage your student to login regularly to monitor their own progress!**