



# PARENT PORTAL ACCOUNT CREATION PROCESS



## 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>

⇒ 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.



Available in English, Spanish, Vietnamese, Arabic, Napoli, Somali and Amharic.

**If you do not have a computer at home or would like to learn how to use a computer, we can help!**

To locate our kiosks, find computer access or computer skills training go to <https://myportal.dpsk12.org>, click on training and resources OR contact the Parent Portal team at [720.423.3163](tel:720.423.3163) or [dps\\_portalteam@dpsk12.org](mailto:dps_portalteam@dpsk12.org).

## 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>, 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>, 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!**



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