PARENT - STUDENT PORTAL
SCHOOL TOOLKIT

WHAT IS IT?
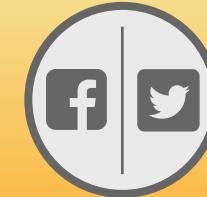
GETTING STARTED

ACCESS

TRAINING

PROMOTE

SUPPORT

parent **portal**
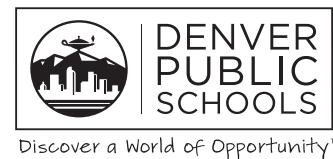
DENVER PUBLIC SCHOOLS
Discover a World of Opportunity™

student **portal**

WHAT IS IT?

The **Parent Student Portal** is a tool to enhance parent engagement and knowledge of student progress to drive more constructive conversations between students, parents and their teachers.

PRINCIPALS
Let the Portal serve as your tool to:
> Communicate to parents about attendance, grades, & assessment data
> Meet some of the Parent Engagement Standards
> Reference at Academic Standards and Back to School events

TEACHERS
Let the Portal serve as your tool to:
> Drive student lead conferences
> Reference for goal setting
> Communicate student progress
> Have meaningful conversations with parents and students
> Support learning at home

CONNECTED PARENTS AND STUDENTS

PARENT FAMILY LIAISONS
Let the Portal serve as your tool to:
> Empower parents to use the tool to have meaningful conversations with their student and their student's teachers
> Access school and district announcements
> Access academic resources to support learning at home

SECRETARIES
Let the Portal serve as your tool to:
> Monitor attendance
> Update contact preferences
> Complete Online Verification and School Choice
> Integrate Portal sign-up at registration

GETTING STARTED

To create an account, please inform parents and students to follow the steps below:

Parents/Guardians*:
1) Visit **myportal.dpsk12.org**.
2) Click the "Getting Started" tab on the top.
3) Fill out the form on the left with your name, email address, phone number, and your student's information. Click "SUBMIT". Tip: Student's ID number is the same as their lunch number.
4) Create your username and password. Click "SUBMIT".
5) You will receive an email from the DPS Portal Team with a link to activate your account*.
6) Click the link. You will receive another email within 30 minutes with your chosen username and password.
7) Visit **myportal.dpsk12.org** and click "Parent Login" to access your account with your credentials.
*If you do not receive this email in your inbox, please check your spam folder.

Infinite Campus Users:
1) If you already have an Infinite Campus account, log into **myportal.dpsk12.org** with your username and password.
2) Validate your email address and select your security questions.

Students:
Visit **myportal.dpsk12.org** to login and use your student ID number as your username and your 8 digit date of birth as your password (Ex:10101989).

*Parents/Guardians** must have a valid email address to create an account. If they do not have one, visit **www.gmail.com, www.yahoo.com**, or any other email provider tocreate a free email address (the Portal Team can help them with this step if needed).

ACCESS
3 Ways to Access the Portal

TRAINING
Introduce the Parent Student Portal to school staff as well as parents and students with these resources.

> **Computer:**
> myportal.dpsk12.org

> **Mobile App:**
> "DPS Portal"

ANDROID APP ON
Google play

Available on the
App Store

Language translations in Spanish, Vietnamese & additional languages depending on your mobile device.

> **Kiosk:**
Walk-up, touchscreen computers located throughout the Denver Metro Area for DPS Parents and Students to access the Portal.

Visit the **Access and Training** section of the Portal for additional **computer access and computer training course locations** or visit your **local library**.

> **Video:** **Using the Portal as a Tool for Student Success**
> **PDF:** **Navigating the Parent Student Portal**
> **PowerPoint:** Introduction into Parent Student Portal for parents and students: **English** & **Spanish** For school staff: **English**
> **Support documents for Secretaries and Support Staff:**
> - **Troubleshooting Tips**
> - **Password Reset Instructions**
> - **Frequently Asked Questions**
> - **Infinite Campus Must Haves & Communication Preferences Guide**

For updated resources or to schedule an on-site training contact Samantha Kessel, Outreach Coordinator at **samantha_kessel@dpsk12.org**.

PROMOTE
Promote the Portal at your School

Parent and Student Portal Best Practices: List of suggested ways to integrate the Portal at your school

Flyers*:
Parent Student Portal flyer (English) **Parent Student Portal flyer** (Spanish)

School Website:**
- Parent Student Portal **link**
- **Parent Portal logo**
- **Student Portal logo**
- Value & Capabilities of the Portal
- How to request an account
- Support contact information

parent portal

student portal

****Utilize this toolkit to provide you with suggested content

Social Media:

Did you know? The Parent/Student Portal provides access to your student's grades, attendance, state and district tests, online school choice and verification, academic resources and much more! Create your account or login today by visiting *myportal.dpsk12.org* #DPSPortal

@DPSPortal is a tool for parents/students to view details on student performance. Sign-up today at *myportal.dpsk12.org* #DPSPortal

Connect with us on social media for additional content ideas and Portal updates:

LIKE US ON 👍 facebook

FOLLOW US ON twitter

Denver Public Schools - Parent/Student Portal

@DPSportal

*For additional outreach materials, contact the **Outreach Coordinator.**

PROMOTE
Promote the Portal at your School (cont'd)

SUPPORT
Contact Us

Newsletters:
Would you like to know how your student is doing in school? The Portal is a secured website where parents/guardians and students can access information about student progress such as:
- Grades & Assignments
- Attendance & Behavior
- District & State test results
- Online School Choice and School Verification and much more!

Create your account today by visiting **myportal.dpsk12.org** and filling out the Getting Started form **here**.

For additional questions and concerns, contact us:

Email: dps_portalteam@dpsk12.org

Parent Support Hotline:
Account Creation -
720-423-3163 press #1

Technical Issues/Password Reset -
720-423-3163 press #2

Additional School Support:
Portal Frequently Asked Questions
(English & Spanish)