



BURNHAM/ANTHONY MATHEMATICS & SCIENCE ACADEMY

CPS PARENT PORTAL INSTRUCTIONS

Step One: The Account Registration Process

To begin registration, parents can use the Parent Portal button at <http://www.impact.cps.k12.il.us/applications.asp> or they can directly access www.parent.cps.k12.il.us to create an account.

At the first screen, parents can create a username and password for their choosing after providing some basic contact information: first name, last name, address, zip code, and city. We recommend that parents with e-mail accounts also provide at least one valid e-mail address so that they can receive password confirmation if they forget their password. This completes the first step in the process. **Once parents created their accounts, they must sign-in and add a student to their account.**

Step two: Obtain PIN information

In order access a student record, parents must use a personal identification number (PIN) to link to their student. The PIN is a randomly generated number. This PIN will be unique to each student to ensure the security of students' information.

All parents with a student attending a participating school should receive the PIN for their student, regardless of whether or not they have signed up for a Parent Portal Account. **Parents will be provided a PIN for each of their CPS school students.**

Step three: Parent Login

Once the PIN is received, parents will log in to the portal using the credentials established in step one. After login, parents complete an online form that requires them to enter each student's CPS ID number **in addition to** the randomly generated PIN (step two) to confirm the match. This will create a link between the parent's account and the student's record in Gradebook.

Once the link is in place, the parent can view grades, assignments, report cards, attendance history, and any "public" notes entered by the teacher.