

INSTRUCTIONS FOR SETTING UP PARENT PORTAL ACCOUNT

Log on to Olton ISD website at www.oltonisd-esc17.net and go to the Parent Information section and select “Grades and Attendance”.

On the first page go down to “New User” and click in the appropriate place.

STEP 1:

Decide what you want your user name to be and type it in. Please follow the directions closely and use 6 – 9 alpha-numeric characters. Example: *Olton1*

Select a password using three of the following: uppercase letters, lowercase letters, numeric and/or punctuation. You must use 6 – 9 characters for this. Example: *Mustang.1*

Confirm your password.

Type in your email address (this is optional and not required).

Select “Next”

STEP 2:

Select a question from the pull down menu and type in your answer.

Select “Next”

STEP 3:

Enter the Student Portal ID exactly as it appears on your letter. Enter the students date of birth. Example - if the birthday is March 3, 1995 – enter 03/03/1995. Select “Add”.

If you have more than one child enrolled at Olton ISD repeat this step.

When all students have been entered – select “Finish”.

This will complete setting up your account for Parent Portal. Each parent can set up their own account by following these steps.

The next time you log on to Parent Portal you will only enter your user name and your password.

If you have questions please feel free to call the school office.