FAMILY PORTAL - REGISTRATION DIRECTIONS

Family Portal - How Do I Register?

Family Portal opens Sept. 15, 2019 and is available to parents and guardians and students for grades 1-12. Family Portal provides information for parents and guardians and students on grades, assignments, attendance and other details. It will remain open until June 27, 2020, for the convenience of students and families. All passwords from the previous school year have been reset, for security purposes. "It is now in the format #####, where ##### is your lunch number. For example, if your lunch number is 12345, your password is 12345." Below you will find the information for logging into the portal for both Parents and Students. A unique Login ID and Password is assigned to the parent/guardian. A Login ID and Password will be assigned to each student. For your convenience we have provided the method you can use to gain access. Please note, the Family Portal will be active and available to parents/guardians and students beginning on Sept. 15. Please contact your child's school if you need assistance with the login id and password. **Family Portal for Parents/Guardians:** Login ID: student's full last name (all lower case, special characters and spaces removed, not to exceed 14 characters) + first initial of student first name + the last 4 digits of the student's Social Security Number. Password: Student's 5-digit lunch number (available from your student, or call the school). This is temporary; the parent will choose a new password the first time they log on. Example: Your student is John A. Smith-Jones with the social security number xxx-xx-1234. John's lunch number is 98765. The login id will be smithjonesj1234 and the temporary password is 98765. **Family Portal for Students:** Login ID: student's last name (all lower case, special characters and spaces removed, not to exceed 14 characters) + first initial of student first name + the last 5 digits of the student's local ID number (printed on student schedules and report cards). Password: Student's 5-digit lunch number. This is temporary; the student will choose a new password the first time they log on. Example: Student John A. Smith-Jones with the local Student ID number 110098765 and lunch number 23456. The login id will be smithjonesj98765 and the temporary password is 23456. How do I access the system? You can use any computer that connects to the internet, allowing you to access the system from anywhere – your home and your office. 1. Open your browser to connect to the Internet. 2. Go to https://x2.wcboe.org/x2sis or go to www.wcboe.org and click Family Portal 3. Enter your Login ID and Password. 4. The first time you log in, you will be prompted to change your password. Your homepage will then display.