

PARENT - STUDENT PORTAL

SCHOOL TOOLKIT



WHAT IS IT?



GETTING STARTED



ACCESS



TRAINING



PROMOTE



SUPPORT





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.

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CONNECTED PARENTS AND STUDENTS

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

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:

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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 to create 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.

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



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



- > **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:**
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

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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



**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:



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

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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)