

Western Wayne Web Site: www.westernwayne.org

STEP 1: Click on STUDENTS & PARENTS

STEP 2: Click on Gradebook-Parent

STEP 3 Click on ONLINE Registration

STEP 4: Create a User Name and Password

Welcome to Parent Portal Registration!
STEP 1: Please enter your parent portal logon information below.

* School District
(Start typing your school district then select your district in the list)

* Username
(Your ID is what you will use to login to the portal. You can change at any time from v

* Email Address
(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password
(Should be a minimum of 6 characters with a least 1 number)

* Confirm Password

* Authentication Question

* Authentication Answer

Click Create Account Information

If a drop down list of schools does not appear, please make this change to your Internet Explorer options. **TOOLS**, Compatibility Mode, ADD (this website), click close.



TOOLS
the wheel icon

STEP 5: Personal Information Page

Complete this- Identify yourself. Only Parents or Guardians may request a Parent Portal Account.

You must be listed as the parent or guardian on your child's emergency card to create the account.

STEP 6: Connect Your Student to Your Account

List your child's student ID and home address. You may enter multiple siblings from both Middle School and High School.

Registration

Account Information **Personal Information** **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s) Your student(s) will show below after you have added.

| ID Number | First Name | Last Name | Grade | School |
|-----------|------------|-----------|-------|------------------|
| 13569 | Vinnie | Abbound | 2 | Demo Elem School |

Add Student

* ID Number
* First Name
* Last Name
* School
* Grade

STEP 7: Registration is Successful, Waiting for Approval

The registration is reviewed and approved by the building administrator which may take several days. Your approval will be sent via email. The email will contain a LINK to ACTIVATE your account.

**Please check your SPAM or JUNK Email Folder, as this email may be delivered to junk folder in error.