



Parent Portal Startup Guide



You will need:

- A computer with an internet connection
- An e-mail address
- Your phone number
- Your child's permanent ID (available from our school office)
- Your child's verification code (available from our school office)



Go to the school office (in person) to pick up your child's Permanent ID & Verification Code. Remember to bring your own picture identification.

- 1) Log on to <http://tms-mcsd-ca.schoolloop.com/abigradebook>
You can also find the Parent Portal Link on our district website:
<http://www.mcsd.k12.ca.us>

- 2) Fill out the webpage below:

WELCOME TO *Parent Portal*
Merced City School District

Click on "Create New Account"

Parent Portal uses your email address as your account name.

It is not necessary to type a password in at this point.

No student information is necessary at this point.

Email Address:

Password:

Log In

Create New Account Forget Your Password?

ABI Version 3.8.10.13 Secured with 128-bit Encryption

- 3) Under "Account Type" select "Parent", then click "Next".

Select "Parent"

Account Type - Student or Parent/Guardian

Parent Student

NOTE - this choice is for account management purposes only and will not affect the capabilities of the created account. Please choose the correct account type.

- 4) Account Information: Fill out the 4 boxes, then click "Next".

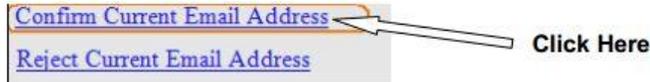
Please make sure to type them the same way both times.



| Account Information | |
|-----------------------|-------------------|
| Email Address: | myemail@gmail.com |
| Verify Email Address: | myemail@gmail.com |
| Choose Password: | •••••• |
| Retype Password: | •••••• |



- 5) Check your email and open the email sent from abi@mcsd.k12.ca.us
- 6) To verify and complete your account registration click on "Confirm Current Email Address"



Add Your Child To Your Account

In order for you to see your child's grades, you must link your child's records with your account.

- 7) ADD your child to your account!
 - Student Verification: Type in your child's verification information and click "Next"

Information the office gave you

| Student Verification | |
|---|--------------|
| Please Enter The Following Information About Your Student | |
| Student Permanent ID Number: | 12345 |
| Student Home Telephone Number: | 2091234567 |
| Verification Code: | CodeGoesHere |

*Please remember this was the information you received at the school office.

- Emergency Contact Verification: Select contact record representing you & click "Next"

| Emergency Contact Verification | |
|--|----------|
| Danny Smith has been added to your account. | |
| Please choose the Contact record that represents you so the email address can be properly updated. | |
| Name | Relation |
| <input type="radio"/> Jane Smith | Mother |
| <input checked="" type="radio"/> Joe Smith | Father |
| <input type="radio"/> Dr. Don Shaffer | |
| <input type="radio"/> None of the above | |



View Those Grades!

Once you are logged on, click on the "Grades" tab at the top right hand side. You should then click on the "Gradebook" bar to the top left.

Note: if you need further help or assistance you can go to the Tenaya web page on the Merced City School District web site for an instructional Power Point presentation or you can call the office at 385-6687.

| | |
|---|---|
| Record your child's personal information here and then place it in a secure location. | Name _____ Permanent ID _____ Verification Code _____ |
|---|---|

