

Add student to Existing Parent Portal Account

1. Must be done through the browser, not the App
2. Go to the district website <http://www.unionsd.net>
3. Hover of Parent Portal at the top of the page and select MMS Student Grades



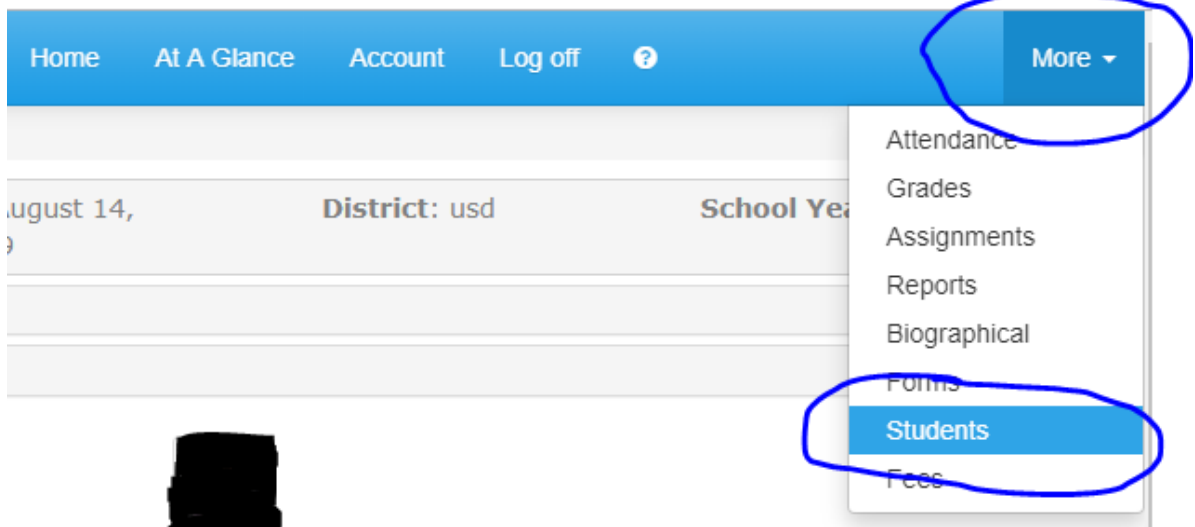
4. Enter your User ID, Password.
5. Select Parent from the Select User Type drop down box

A screenshot of the VISION Student Information System login page. The page has a blue background with a faint image of a person's face. At the top left is the "VISION STUDENT INFORMATION SYSTEM" logo. The login form consists of several fields: "User ID", "Password", and a "Select User Type" dropdown menu. The "Select User Type" dropdown is currently set to "Parent" and is circled in blue. Below the dropdown is a "Remember Me" checkbox. At the bottom of the form are two buttons: "Log in" (dark blue) and "Create Parent Account" (light blue). A "Forgot Password?" link is located to the right of the password field. At the very bottom, there is a link that says "Need help logging in?"

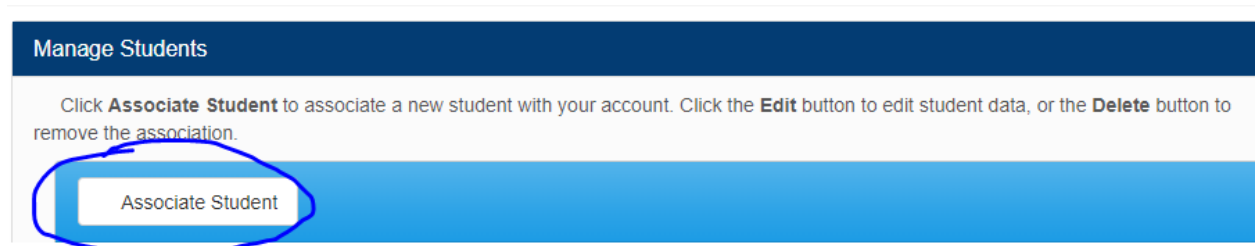
6. Click on the Log In button.

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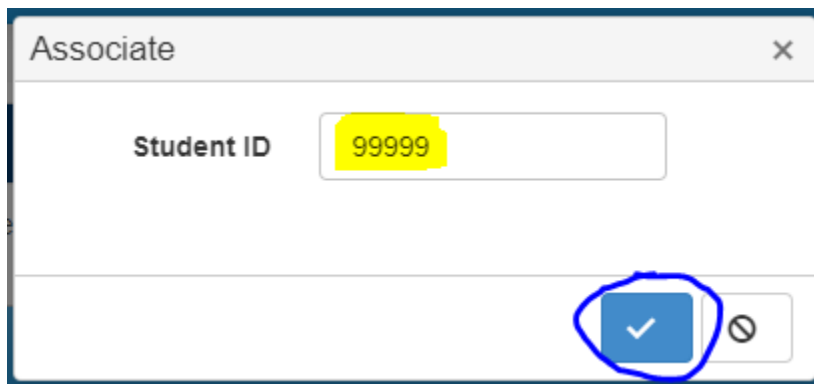
7. Once logged in, Click on the More drop down menu in the top right corner and select Students



8. Click on the Associate Student button



9. Enter the student to be added Student ID
10. Click on the Blue check mark.



- a. If you see the new student in the list, you are all set.
- b. If you have another student to add, repeat steps 7-9
- c. If you receive an error, please call Bryan Eaton at 473-3121 x1159