

Parent Portal Information on the Contact Page

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At the bottom of the *Contact* page you can view Parent Portal information including the following:

- Login ID.
- Number of times a parent logged into the portal .
- Last login date.
- You can also reset the contact's portal password using the **Reset Portal Password** button. This will generate a temporary password and immediately email it to the contact's email.
- Check boxes to allow portal access and manage absences/makeups.



Parents can reset their own passwords with the [Reset Password](#) link that is located on the Portal login page. Encourage them to do this so that your staff does not need to reset it.

Contact: Holly Ager

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

General Information

Family [Ager](#)

First Name Last Name

Type

Member ID

Primary Contact
 Billing Contact
 Authorized to pick up student

Email, Phone Numbers, & Address

Email Mass Email Opt-Out [?](#)

Home Phone [🌐](#)

Work Phone [🌐](#)

Cell Phone [🌐](#)

Fax [🌐](#)

Other Phone [🌐](#)

Address 1

Address 2

City State/Prov Zip/Post Code

Portal Information

[Reset Portal Password](#)

Click to send an email to the contact with a temporary password.

Login ID

Allow to login to Parent Portal
 Allow to manage absences and makeups in the Parent Portal

Last Login

Logins

Clear these checkboxes to block the contact from using the Parent Portal and to Manage Absences/Makeups.

