# Creating a NEW Parent Portal Account:

1. Go to [lpssonline.com](http://lpssonline.com).
2. Hover over **Parent Command Center** and click **Parent Portal**.
3. On the Parent Portal, click **Register New User**.
4. Enter the required information. 
	1. The **PSN Number** is the last 5 digits of your child’s social security number.
5. Click **Continue.**
6. **Create a Username and Password. Also, create 2 security questions/answers. These questions will be used to recover your account if you forget your password. Please document the username and password you created so that you can access your account at a later time.**

****

1. **Click Complete**.
2. A pop-up box will appear when the account has been successfully created. Click **OK**. You will then see your student’s information.

# Connecting an Additional Student to your Existing Parent Portal Account:

1. While logged into your Parent Portal account, click the drop-down menu in the top right corner.
2. Click **Link Students**.



1. On the next screen, enter the required information about the student you’d like to add to your account.



1. Click **Submit**.