1. Go to [www.lpssonline.com](http://www.lpssonline.com). 

2. On the menu bar under **Parent Command Center**, click **Parent Portal**.

3. On the right, click **Register New User**. 

4. A webpage asking for **Relationship**, **Last Name, First Name, and PSN Number** will be displayed. 

5. The default PSN will be the last five (5) digits of the student’s social security number. This can be confirmed by clicking the student’s name in **Student Master** and then selecting the tab associated with the parent.



6. To access the Help system: Click **Help** on the login page, OR in the student listing page,

on the far right, click **Action**, then **Help**.

7. Parents can be given a detail sheet for setting up their accounts by clicking **Action** from **Student Master** and then selecting **Letter System**.



8. In the next dialog, click the blank and select **Student Progress Center Account Creation**.

