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## Parent Portal Setup Directions

DeanList offers a Parent Portal so that parents and guardians can see their student's progress daily as well as any class announcements. The Parent Portal closes communication gaps between parents, students, and administrators by providing a daily feedback loop.

### *Setting up your Parent/Guardian Account:*

An administrator from the school will send an invitation via email to create your Parent Portal account. In the email, there will be a **validation code** and a **link** to set up your account.

- 1) Click the "Create My Account" link.

#### Stay Connected at DeansList Academy

DeansList Academy is using DeansList.me to share information and updates about everything going on at school. Please click the link below to create an account and receive regular updates.

[Create My Account](#)

#### Having Trouble Creating Your Account?

1. Go to <https://deanslist.me>
2. Click [Parents/Guardians](#) under *Create Your Account*
- 3.
4. Fill out the information to create your account, along with the following information about your student:
  - Last Name: **Schoop**
  - Validation Code: **17937764**

- 2) A webpage will open and will automatically populate with your child's last name and validation code.

Enter the "Your Information" section to create your password.

Click "Register" when complete.

Your Information

Name

E-Mail Address

Password

Confirm Password

Student Access Info

Please enter your child's last name and the validation code provided by his/her school. If you do not have a validation code, please contact your child's teacher or a school administrator.

Student's Last Name:

Validation Code:

### *Having Trouble Setting up your Account?*

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If you are having trouble using the “Create My Account” link in your invitation email, you can manually create your account. You will need your child’s **last name** and **validation code** from the invitation email.

- 1) Got to <https://deanslist.me>
- 2) Under “Create Your Account,” click “Parents & Guardians.”

The screenshot shows the 'Login' section with fields for 'E-Mail Address' and 'Password', a 'Remember Me' checkbox, and a blue 'Login' button. Below this is the 'Create Your Account' section with two links: 'Students' and 'Parents & Guardians'. The 'Parents & Guardians' link is highlighted with a red rectangle.

- 3) A new webpage will open where you can complete the “Your Information” section and fill in the “Student Access Info” section using the information in the invitation email.

Click “Register” when complete.

The screenshot shows the 'Register' page. The 'Your Information' section has fields for 'Name', 'E-Mail Address', 'Password', and 'Confirm Password', all of which are grouped within a red rectangle. The 'Student Access Info' section has a note: 'Please enter your child's last name and the validation code provided by his/her school. If you do not have a validation code, please contact your child's teacher or a school administrator.' Below this are fields for 'Student's Last Name' and 'Validation Code', also grouped within a red rectangle. A blue 'Register' button is at the bottom right, also highlighted with a red rectangle.

### *Logging in to your Parent/Guardian Account:*

Once you’ve set up your account, you can log in at any time by going to <https://deanslist.me>

Enter your E-mail and Password and click “Login.”

Login

E-Mail Address

Password

☐ Remember Me

Login

Forgot Your Password?

Once you log in, you will be directed to the Portal Homepage, where you can view all available reports, bulletin board items posted by teachers or administrators, and any notifications.

Welcome Karen

Recent Notifications

You have no current notifications.

Available Reports

Report	Term	Report Date	Student	Generated
Daily Report	Week of 12/4/17	12/7/2017	Anna Schoop	12/7/2017 2:34 pm
Daily Report	Week of 11/20/17	12/7/2017	Anna Schoop	12/7/2017 2:32 pm
Report Card	Week of 12/4/17	12/7/2017	Anna Schoop	12/3/2017 3:36 pm
Report Card	Week of 11/27/17	12/7/2017	Anna Schoop	12/3/2017 3:27 pm
Daily Report	Week of 11/27/17	12/7/2017	Anna Schoop	12/1/2017 6:54 pm

Bulletin Board

Matt Robins

All Students

One hour ago

Welcome to DeansList Academy

Get excited for the first day of school!

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