

# Registration Packet Instructions

In order to complete the registration packet, you must create a "Parent Portal" account.

## **Directions to create a Parent Portal account:**

1. Go to the district website: [www.unionsd.net](http://www.unionsd.net)
2. At the top, hover over "Parent Portal" and click on "MMS - Student Grades".
3. Click "Create Parent Account".
4. Complete all of the fields except for the Cell Phone and Provider.
5. First name must match the first name in our system.
6. Student ID is the student's lunch number. If you do not know the id number, please call (814) 473-3121 x 1161 to obtain it.
7. You will receive an email with a temporary password. You will be prompted to change your password.

## **Directions to complete Registration Packet:**

1. Go to the district website: [www.unionsd.net](http://www.unionsd.net)
2. At the top, hover over "Parent Portal" and click on "MMS - Student Grades"
3. Once logged in, click on the "More" link in the upper right corner of the screen
4. Select "Forms" from the "More" menu
5. This will take you to the Enrollment Packet.
6. Select if your child is returning or not returning.
7. Click on the "Standard Family Contact Info" link. Complete all of the forms.
8. Complete forms for each child. The name of the child will appear at the top of the page.
9. Upon completing all the forms, click "**SUBMIT**". You will receive an email when the forms have been reviewed by the district.

You may exit any form at any time. When you return, you will be able to pick up where you left off.