



## East Nicolaus Joint Union High School District Announces



### Parent Portal

*Parents and Teachers Communicating for Student Success*

Student Name:  
Parent/Guardians of Student:  
Student Permanent ID:  
Verification Code:

Parent Portal is now available for East Nicolaus parents to check online how your child is doing in school. Parents are now able to see information about your child's attendance, current grades and last report card by logging on to a secure website. Also, parents are able to see how their child is doing on their weekly assignments, or if assignments are missing.

This letter contains important account setup instructions, along with specific information you will need to establish your account:

What You Will Need to Get Started:

- 1) A computer with an Internet connection
- 2) A valid email account. If you do not have an email account, free accounts are available from many companies including Yahoo or Google
- 3) The Student Permanent ID Number and Verification Code listed above
- 4) The home phone number that you have provided the school (not listed in this letter)

How to Get Started:

- 1) Please connect to [www.eastnicolaus.k12.ca.us](http://www.eastnicolaus.k12.ca.us) and click on the Parent Portal icon. This will take you to the Parent Portal login screen
- 2) Click on the "Create New Account" link in the bottom left corner of the box.
- 3) Choose Parent or Student and click next. (The parent and student accounts are identical)
- 4) Select and enter your valid email address and a password and click next.

- 5) You will then receive an email from [noreply@eastnicolaus.k12.ca.us](mailto:noreply@eastnicolaus.k12.ca.us) confirming your Parent Portal login information. Click on the confirm link in the email message. If you don't receive an email within a couple of minutes, please check your spam folder.
- 6) Continue by "Clicking Here"
- 7) Enter your Student Permanent ID Number, home telephone number (with area code no spaces or dashes), and Verification Code: click "Next"
- 8) Choose the correct contact, click "Next", then "Click Here" to go to the Login Page, Use your email address and the password you created in Step 5 login to the system

If you have technical questions or are having problems logging in, please call your school office and ask for the person(s) who can help you with Parent Portal.

**For those parents who have two or more children**, please follow these steps to add a sibling once you set up a first account. Creating a second account is not necessary. Following these steps will enable you to use one login to access grades for all your children.

- Once you have signed into the system, click on the arrow in the upper right part of the screen. It will have a drop down that states, "Add Additional Student Not Currently Listed." Click on that.
- This will take you to Step 1, "Student Verification." Enter the ID, telephone number, and Verification Code of the sibling you are adding. Click enter.
- Step 2 will prompt you to choose who you are. Click enter.
- Step 3 will ask you to click on your student's information. Choose this option. You can now view both students' information in the upper right column of the opening screen. You will now be able to access both students.