



PARENT PORTAL ACCOUNT CREATION PROCESS



How to request a Parent Portal Account:

Step #1: Make sure you have a current email address and your email username and password handy.

Step #2: Request an Account

Option #1- **Online**

⇒ Go to: <https://myportal.dpsk12.org>

⇒ Click on the "Getting Started" tab.

⇒ Fill in all of the boxes and click submit.

Option #2- **Account creation form** (Forms can be obtained from your child's school).

⇒ Mail it in (Postage is not necessary) or drop it off at any DPS School.

Option #3- **Call us! 720.423.3163**

⇒ Our customer service team is available Monday-Friday from 8:00am to 4:00pm, if you contact us outside of those hours, please leave a message.



Available in English, Spanish, Vietnamese, Arabic, Napoli, Somali and Amharic.

If you do not have a computer at home or would like to learn how to use a computer, we can help!

To locate our kiosks, find computer access or computer skills training go to <https://myportal.dpsk12.org>, click on training and resources OR contact the Parent Portal team at [720.423.3163](tel:720.423.3163) or dps_portalteam@dpsk12.org.

The Process-

Once the Portal Team receives your request for an account:

If all of the information submitted (either by mail or online) is complete and matches your information in the student data system:

Step #1: You will receive an email from the Portal Team with a link to activate your account.

⇒ Once you click the link, within **30 minutes** you will receive a **2nd email** with your username and password.

⇒ If you do not receive this email, please 1st check your spam. If you do not receive this email contact the Parent Portal Team.

*****Please note, if we need more information in order to create your account, we will contact you by phone.*****

Step #2: Login to your Parent Portal at <https://myportal.dpsk12.org>, click Parent Login.

Step#3: Select and answer your security questions and the click the box at the "end user agreement".

Step #4: You've made it to the Portal, enjoy!

Did you know there is a Student Portal too?

All student's have an account already created for them!

To login to the Student Portal:

Step#1: Go to <https://myportal.dpsk12.org>, click the "student login".

Step #2: Every student will login with:

⇒Username: student ID#

⇒Password: 8 digit date of birth*
(08261977)

**If the student has changed their password, it will NOT be their 8 digit DOB.*

Encourage your student to login regularly to monitor their own progress!



Discover a World of Opportunity™