



# Gradebook – Student & Parent Login



Dear Parent(s)/Guardian(s),

If you would like to be able to track your child's progress throughout the school year, you can set up a parent gradebook account. You can access it from our school website – [www.portageareasd.org](http://www.portageareasd.org). Go to the Gradebook tab.

## **Student Account**

Click on **Students** under the Gradebook tab.

Your child's login in for their account is their cafeteria # and their password is green.

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## **Parent Account:**

Click on **Parents** under the Gradebook tab.

Once there, please follow these directions to create an account.

- Click on "Parent Portal Registration" (located in the bottom of the log in box).

### **Step 1**

- It will ask you for district- Portage ASD
- Pick a username.
- Enter your email.
- Pick a password.
- Pick an account authentication question and answer.
- Click "Create Account Info".

### **Step 2**

- You will be asked to provide Name, Address, and Phone number.
- Click "Create Personal Information".

### **Step 3**

- Add your child/children here.
- You need their ID# (which is their cafeteria #), name, school (Portage Elem.) and grade.
- Click "Finish Registration".
- The school will receive a notification and will approve your account.
- **IMPORTANT:** You will then receive an email notifying you of your approval. **You** then have to **activate your account.**

Thank you so much for your continued support and cooperation. If you should have any questions, please call me at (814) 736-9636 ext. 1205. Email: [kmignogna@mustangmail.org](mailto:kmignogna@mustangmail.org)

Thanks,  
Mrs. Kelly Mignogna  
Assistant Principal

**\*\*PLEASE NOTE:** If you already have created an account before, please do not try to recreate one... it will not allow you to do so. If you can't get into your account, please call or email me and I will help you.