



Rivendell Academy
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October 14, 2021

Dear Rivendell Family,

This letter is to inform you that we have a parental portal that allows parents/guardians access to information regarding their child. If you decide to use this service, you may access various types of information regarding your child's information such as Attendance, Grades, Scheduling Information etc.

In order for you to access your child's information, you need to establish a parent account. To create an account, please use your computer's internet browser to go to the following website:
<https://risd.crportals.studentinformation.systems>

When you access the website listed above, there is a "Create Parent Account" button you will use to set up your account, if you do not already have one. Enter the following information EXACTLY as shown below:

Parent First Name: _____

Parent Last Name: _____

Parent Login Name: (Enter whatever login name you like)

Student's ID Number: 0000

If we do not list your preferred name here, please let us know before you proceed. This information is generated out of MMS and comes from the registration form you fill out every year. It is important to have the most recent updated information and that it matches what is in MMS. You will create only ONE account using the student ID number listed above. Once you have created your account, you will be able to add your other children to that account.

You may enter any Parent Login Name you like. An e-mail with login information will be sent to the e-mail address we have on file for you _____. If this is not the correct e-mail address, please contact us before you proceed.

When you receive the confirmation e-mail, click the link provided and enter your password. After you are logged in, you will see the name of your child whose ID number you entered when you created the account. If you go to the **More** menu and select **Students**, you will be able to add your other children to your account. You must know their ID numbers. If you do not know them, please contact me and I can e-mail them to you.

If you have questions or concerns, please call or e-mail me, I would be happy to help you.

Sincerely,

Angel Parkin

Angel Parkin
Administrative Assistant/Registrar