Parent Portal Setup Directions

DeanList offers a Parent Portal so that parents and guardians can see their student's progress daily as well as any class announcements. The Parent Portal closes communication gaps between parents, students, and administrators by providing a daily feedback loop.

Setting up your Parent/Guardian Account:

An administrator from the school will send an invitation via email to create your Parent Portal account. In the email, there will be a **validation code** and a **link** to set up your account.

1) Click the "Create My Account" link.

Stay Connected at DeansList Academy

DeansList Academy is using DeansList.me to share information and updates about everything going on at school. Please click the link below to create an account and receive regular updates.

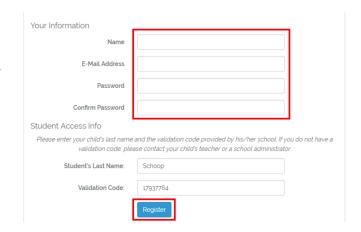
Create My Account

Having Trouble Creating Your Account?

- 1. Go to https://deanslist.me
- 2. Click Parents/Guardians under Create Your Account
- 4. Fill out the information to create your account, along with the following information about your student:
 - Last Name: Schoop
 Validation Code: 17937764
- A webpage will open and will automatically populate with your child's last name and validation code.

Enter the "Your Information" section to create your password.

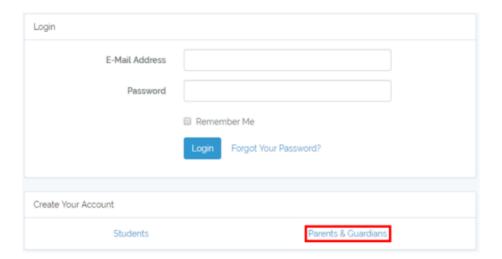
Click "Register" when complete.



Having Trouble Setting up your Account?

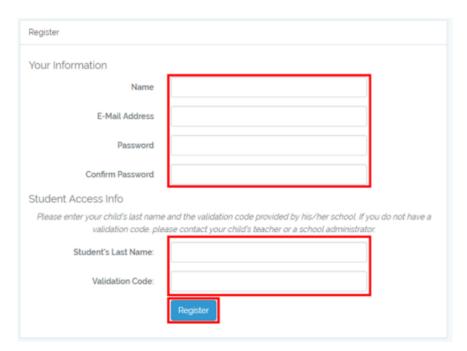
If you are having trouble using the "Create My Account" link in your invitation email, you can manually create your account. You will need your child's **last name** and **validation code** from the invitation email.

- 1) Got to https://deanslist.me
- 2) Under "Create Your Account," click "Parents & Guardians."



3) A new webpage will open where you can complete the "Your Information" section and fill in the "Student Access Info" section using the information in the invitation email.

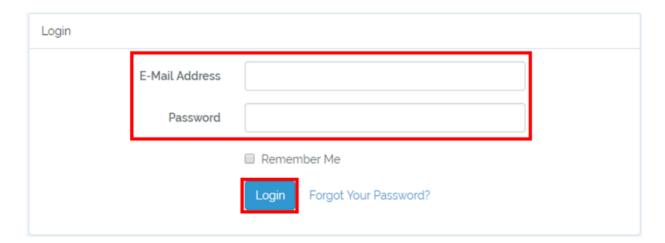
Click "Register" when complete.



Logging in to your Parent/Guardian Account:

Once you've set up your account, you can log in at any time by going to https://deanslist.me

Enter your E-mail and Password and click "Login."



Once you log in, you will be directed to the Portal Homepage, where you can view all available reports, bulletin board items posted by teachers or administrators, and any notifications.

