

# Student Portal Setup Directions

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

## Setting up a Student Portal Account:

Prior to having students log in, each student’s email address must be uploaded into DeansList.

To check if a student has their email address in the system, search for the student in the top right corner. Click on the “Enrollment” tab and look to see if there is an email address in the “E-mail Address” field.



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Elementary / [3rd Grade](#) / [Notre Dame](#) / Robins Advisory  
● ELL ● ● IEP 504

Summary Details Communication Incidents Grades **Enrollment**

General Information [\(Edit\)](#)

<b>Student ID:</b>	M-1527896	<b>Birth Date:</b>	Not provided
<b>Gender:</b>		<b>Home Language:</b>	Spanish
<b>Home Address:</b>		<b>E-mail Address:</b>	support@deanslistsoftware.com
<b>Transportation Notes:</b>	3:00 PM @ Classon/Lafayette		

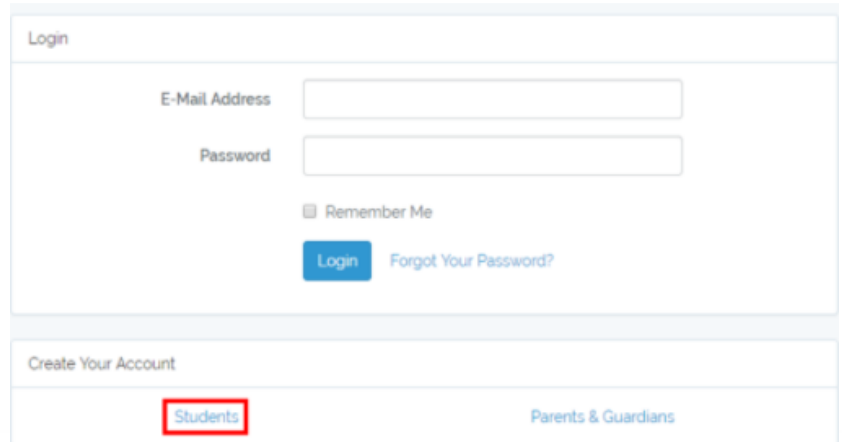
If a student does not have an email address, please contact your school administrator or email [support@deanslistsoftware.com](mailto:support@deanslistsoftware.com).

Once students’ email addresses are in DeansList, follow these directions to invite students to the Student Portal:

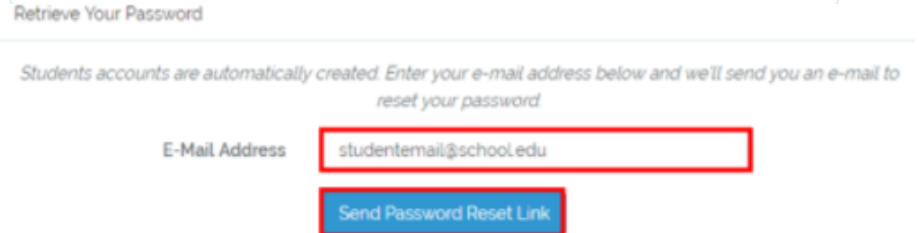
- 1) Students will type deanslist.me in webpage URL



- 2) Under "Create Your Account," students will click the "Students" link

A screenshot of a web page with a light blue header. The main content area is divided into three sections. The top section is titled "Login" and contains two input fields: "E-Mail Address" and "Password". Below these fields is a checkbox labeled "Remember Me". At the bottom of this section are two buttons: a blue "Login" button and a link "Forgot Your Password?". The middle section is titled "Create Your Account" and contains two links: "Students" (highlighted with a red box) and "Parents & Guardians". The bottom section is titled "Retrieve Your Password".

- 3) Students will enter their student email addresses and click "Send Password Reset Link"

A screenshot of a web page for password reset. The text reads: "Students accounts are automatically created. Enter your e-mail address below and we'll send you an e-mail to reset your password." Below this text is an "E-Mail Address" input field containing the text "studentemail@school.edu" (highlighted with a red box). Below the input field is a blue button labeled "Send Password Reset Link" (highlighted with a red box).

- 4) Students will receive an email with the following content. They will click the "Reset Password" button.

**Hello!**

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

- 5) Students will be brought to a page that looks like the following where they will have to enter their email, password, and confirm their password and click "Reset Password"

If you did not request a password reset, no further action is required.

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Reset Password

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E-Mail Address

Password

Confirm Password

Once students have created their password, they will be able to log in to the Student Portal!