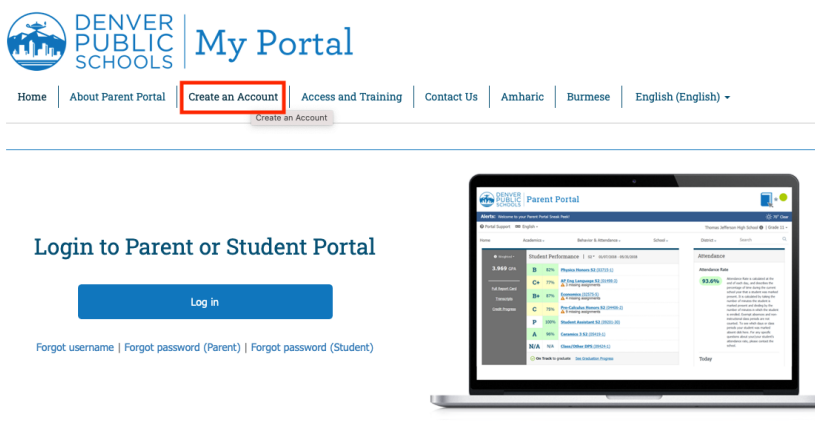


# Hamilton How-To: Create a Parent Portal Account

## You will need:

- At least ONE of your student's ID/lunch number
- To be listed as the guardian for that student
- Your student to be actively enrolled in a DPS school
- Access to an active email address



(1) Go to:

<https://myportal.dpsk12.org> and click on "Create an Account" at the top of the page.

(2) Sign up: Fill out the form and follow the instructions on the screens that follow.

(3) Check your email: After the last screen, check your email and click the link we sent to finish setting up your account.

(4) Log in!

