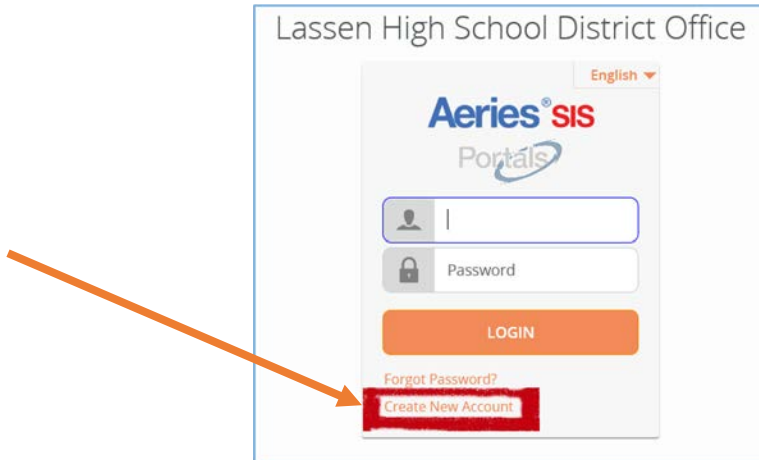


# How to Register for a Parent Portal Account

Please note students have an account created for them using their student email address

To begin you will need to call the counseling office (530) 257-6857 and get a verification number!!!!

1. Click on the **Create New Account** link below the login button.



2. This will take you through the Registration Wizard. During this process, you will be asked for your Account Type, which will be Parent.

3. Next you will be prompted for your email address and a password that you choose to use for this new account.

- Once you click "Next", an email will be sent to your email address that you entered.

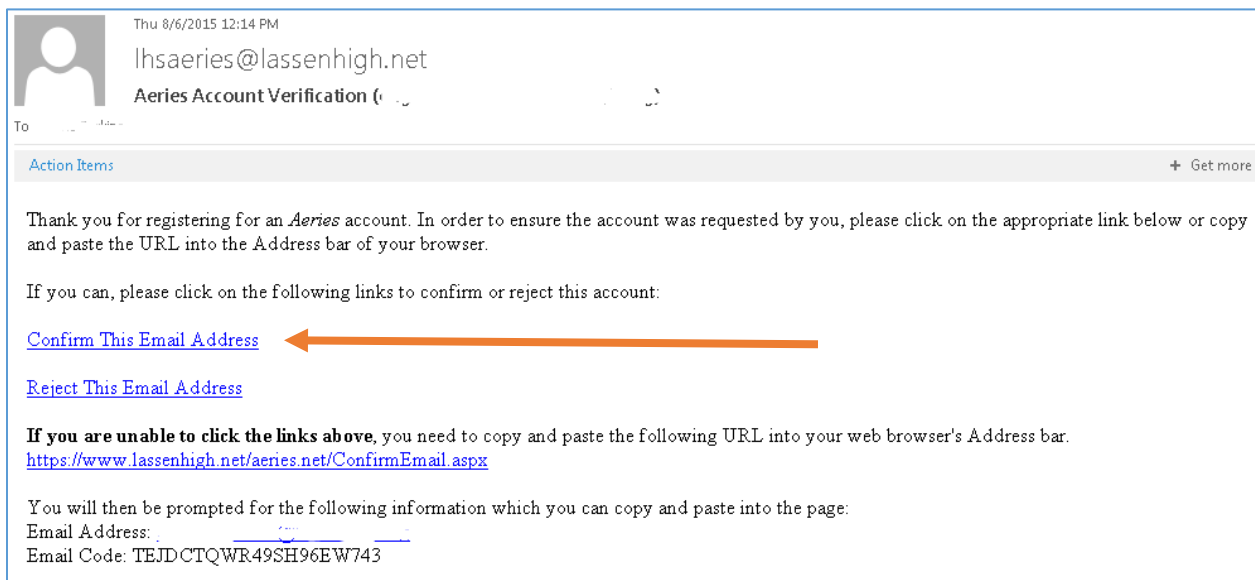
Step 3  
Email Verification

A verification email has been sent to your email address from:  
**lhsaeries@lassenhigh.net**  
Click the "Confirm" link provided in that email or copy and paste the  
Email Code into the field below:

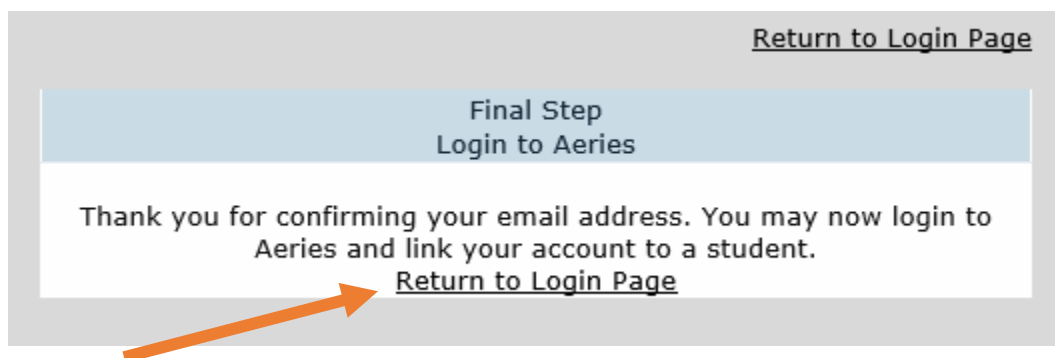
Email Code:

Previous Next

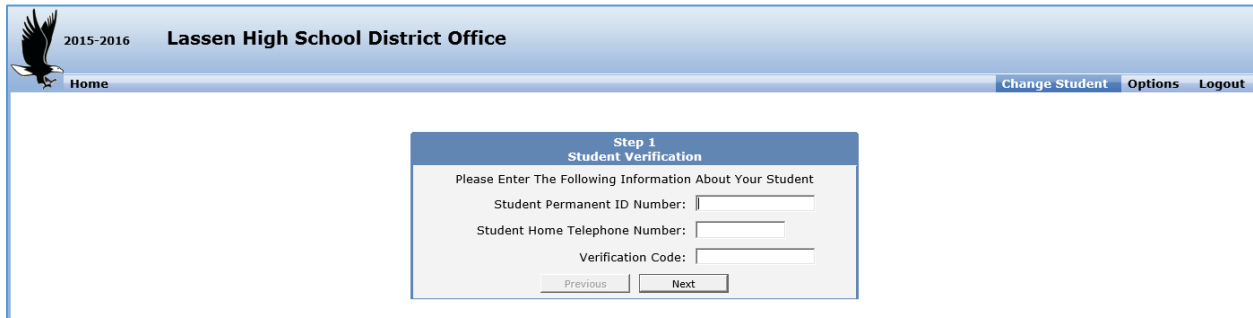
- Open **your** email inbox and look for an e-Mail from [lhsaeries@lassenhigh.org](mailto:lhsaeries@lassenhigh.org) and open it (make sure to check your clutter or spam). Once inside, click on the "Confirm This Email Address" link in that email.



- After you click on the "Confirm This Email Address" link, the following webpage will be displayed. Click on "Return to Login Page."



7. Enter the email address and password you used to start this process. You will now enter the student verification screen. **Enter the information you obtained from the Counseling office.**



The screenshot shows a web browser window with the following elements:

- Header: 2015-2016 Lassen High School District Office
- Navigation: Home, Change Student, Options, Logout
- Form Title: Step 1 Student Verification
- Form Content: Please Enter The Following Information About Your Student
- Form Fields: Student Permanent ID Number, Student Home Telephone Number, Verification Code
- Form Buttons: Previous, Next

**Congratulations! You are now able to see grades and attendance for your student.**