



Parents

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K-12 Website and Communication Solutions

STEP 1: QUICK GUIDE TO CREATING AN ACCOUNT AND LINKING TO YOUR CHILD'S ACCOUNT

1. Go to the Alicia Cortez website. The url is <http://cortez.chino.k12.ca.us>

2. Create a parent account.

Find the login area of the screen (top left). Click on the

word "Login." **Do not type in a Username or Password yet.**



3. Click on the blue text that says, "Click here to sign up."



! You entered an incorrect username or password. Please try again.
Click here if you've forgotten your password.

4. Complete the Registration Form. Type in a username, a password (twice), your first name and last name, and check off that you are a parent. **DO NOT enter your email or phone number until next time you log in (both are optional).**

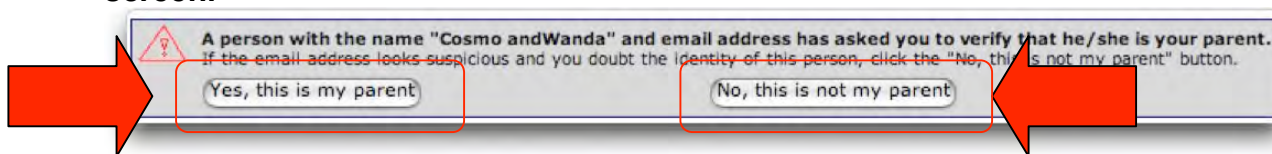
5. Find and click on the "My Family" button. Click on "Add Your Student". Type in your child's first name and last name. Hit search and then click on their name to link them to your account.



My Family > Add Your Student (Back)

Find your student by entering in as much information as possible and clicking "Search >>"

6. To complete the process of linking your account to your child's account, have your child log in and verify you by clicking on the gray message bar across the top of their screen.



If you have any problems or questions, ask someone in your school office for assistance.