

Parent Gateway Guide

4/2018

SIS Gateway Registration

The SIS Gateway allows parents/guardians to directly log in to the school district’s Student Information System, where they can view the information for their currently enrolled student(s). This document provides step-by-step guidance for parents/guardians to set up their own Gateway account. For parents/guardians with multiple students enrolled in the district, each student will be added individually.

Your student’s school will provide you with the information necessary to register for an SIS Gateway account. The information will include an SIS Gateway PIN for each student. If you do not have the PIN for your student(s), please contact the school.

Registering a New Account

- From your student’s school website, click on the SIS Gateway Tile.
- On this screen is a message from your school and two (2) options to choose from:



Welcome to the School District of Palm Beach County Student Information System (SIS) Gateway for Parents. The Gateway is a tool that provides parents/guardians timely access to their student's information including, but not limited to schedule, grades, discipline and attendance.

REGISTER

Create a New Parent/Guardian Account
[Add Another Student to my Gateway Account](#)
 *Security PIN Required
 No PIN? Contact the school.
 Use Google Chrome or Firefox

LOG IN

All Gateway Users Login
 Use Google Chrome or Firefox

1. For new users, click the Register button.

REGISTER

Create a New Parent/Guardian Account
[Add Another Student to my Gateway Account](#)
 *Security PIN Required
 No PIN? Contact the school.
 Use Google Chrome or Firefox

2. Enter all of the required fields with your own information then click the “Submit” button.

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Parent/Guardian First Name: (Required)

Parent/Guardian Last Name: (Required)

Email Address: (Required)

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3. Enter the required information and PIN provided to you by your child's school. These requirements have been set up to identify your child and to link a student to a parent account. Then click "Add Student" button.

Please enter your child's information:

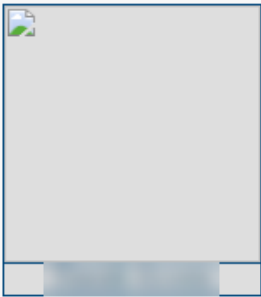
Student ID: (Required)

Student's Birthdate: (Required)

PIN: (Required)

4. Your child's name will now display on the screen.

Students



[\[I would like to ADD ANOTHER CHILD \]](#)
[\[I am FINISHED adding students CREATE MY ACCOUNT \]](#)

Reminder - During the pilot phase (April 2018 - July 2018), parents will only be able to view students at participating pilot schools and will not be able to add children attending other schools until all District schools are onboarded in August 2018.

5. If registering only one student, click the "Create My Account" button
[\[I am FINISHED adding students CREATE MY ACCOUNT \]](#)
6. If registering additional students, click "Add Another Child" and complete the process for each student.

[\[I would like to ADD ANOTHER CHILD \]](#)

7. A confirmation message will now appear with your **newly assigned username and auto-generated password**. A link to the SIS Gateway login screen is also provided.

Thank you for registering, your account has been created.
You can now login using the credentials below:

Username:

Password:

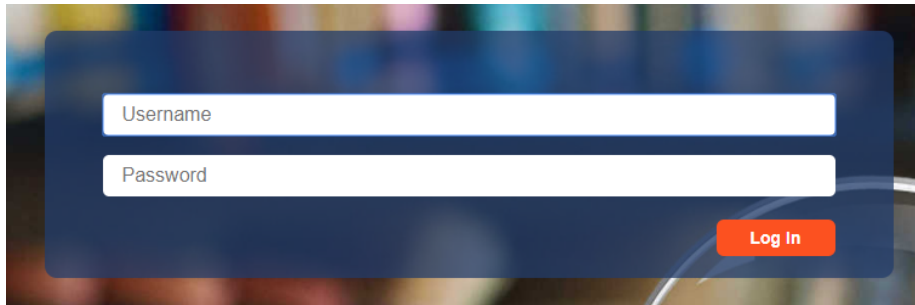
This information will NOT be emailed to you, please write it down.

[\[click here to LOGIN to the SIS Gateway \]](#)

NOTE: Your username and password will not be emailed.

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- Click on the Login link to enter your username (email address) and auto-generated password on the Portal login screen and click the “Log In” button.

A screenshot of a login form with a dark blue background. It features two white input fields: the top one is labeled "Username" and the bottom one is labeled "Password". To the right of the password field is an orange button with the text "Log In" in white.

Congratulations! You have now registered for the SIS Gateway!

Note: If your child has a Custody Alert on file, you will not have access to your child's information until you visit the school to get your account verified. The following message will be displayed on your Gateway Portal Page once you've log in.

Alerts - Since you last logged in:

Wait! You have 1 more step to see your child's information. Your account is active, but you must visit your child's school to verify your identity before you can see your child's information.