

Parent Portal Registration steps

Overview of the Parent Portal Registration Steps

1. Parent registers online
2. Parent receives an email with Personal Identification Number (PIN#) and instructions
3. Parent goes to the school for ID verification
4. Parent receives email with instructions, User ID(s) and Password(s)

Detailed Overview of the Parent Portal Registration Steps

1. Parent registers online

Parent navigates to <http://www.vbschools.com/schoolnet/> to start the registration process.

Parent clicks on the “Register Now” button



This will take the parent to the registration page. Parent enters Parent Information that will be used for confirmation purposes. The email address will be used to send information to the parent. Parent must provide last name, first name, email address, home address, and contact phone number.

Parent Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Home Address:	<input type="text"/>
City:	Virginia Beach
State:	Virginia <input type="text"/>
ZIP:	<input type="text"/>
Contact Phone #:	() - -

Note: All fields are required.

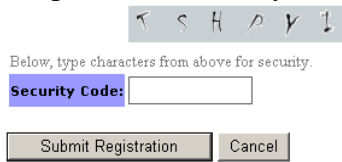
Parent next provides required student information. This information is used to locate the student in the division’s files. Information for up to 6 students can be entered.

Parent must provide student first name, last name, Perm # (also referred to as Student ID; the same number they use to pay for lunch), and school that student attends.

Student Information			
	Student Name (First, Last)	PERM #	School
1)	<input type="text"/>	<input type="text"/>	LYNNHAVEN MIDDLE SCHOOL <input type="text"/>
2)	<input type="text"/>	<input type="text"/>	LYNNHAVEN MIDDLE SCHOOL <input type="text"/>
3)	<input type="text"/>	<input type="text"/>	LYNNHAVEN MIDDLE SCHOOL <input type="text"/>

Parent Portal Registration steps

Parent completes the Security Code section (provides security against attacks on the site).



Below, type characters from above for security.

Security Code:

The parent clicks on the “Submit Registration” button.

Parent will receive a message confirming that the registration is complete. If any data is missing, a message will be displayed informing the parent to supply the missing information.

2. Parent receives an email with Personal Identification Number (PIN#) and instructions.

School division staff will validate the parent and student information as submitted in the parent’s registration. Once this is complete, the parent will receive an email with a PIN #. The email will instruct the parent to bring a copy of the email and photo identification to the student’s school for identity verification.

3. Parent goes to the school for ID verification

Parent takes the PIN # and photo identification to the student’s school. The school will use the photo identification to verify the parent’s identity. If the parent registered multiple children on the Parent Portal site and the children attend different schools, the ID verification process for all children can occur at any of the schools attended by the children. The verification process does not have to occur at each of the schools.

4. Parent receives email with userid(s) and password(s) and can access SchoolNet and Gradebook for their student

The school division will then complete the registration by emailing the parent with the Parent Portal Web site address, User ID(s), and password(s) for each student enrolled.

The parent can access the website and login to the Parent Portal account. At first login, the parent will be asked to agree to the Division’s “Acceptable Use Policy”.

Each parent will receive a user name and password for SchoolNet and a Student ID and password for Gradebook. Ocean Lakes High School and Lynnhaven Middle School will not need a student ID and password for Gradebook. These two schools are testing a new version of Gradebook that allows SchoolNet to link directly to the student’s Gradebook.