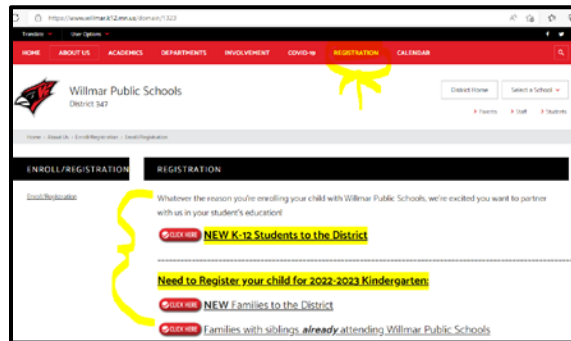


# Online Registration and Parent Portal

Helping parent/guardians with Online Registration, New portal account activation keys and ability to see parent portal usernames and reset their passwords to help them access their parent portal

## **New Families (no student currently enrolled at Willmar Schools)**

Link to OLR for New Families (no activation code or portal needed, they will get that AFTER the OLR has been processed).  
Access link on district website: willmar.k12.mn.us > click Registration in the top index > Click New Families to District



## **Families with other siblings/students currently enrolled and enrolling next year Kindergarten student**

- Search for Parent Name > Census > People > Demographics > Person Identifiers section >
- No Portal account: give them/use the **Person GUID** number to set up their parent portal account (verify there is no flags on students/children related to Parent, if there is **STOP** and work with the secretary to ensure giving this information and access to the portal is okay).
- Portal account but doesn't know login info > right under **Person GUID** field is the **Portal Username** field
  - **Username** listed first before (Reset Password)
    - **If username is just numbers, contact Jessie Olson, those are old student portal accounts that need to be deleted so a prior student can create a parent account.**
  - If parent doesn't know password, you can use the **(Reset Password)** link. Enter new password twice and reset. *\*After some accounts get reset, you may still need to contact Jessie Olson if they have "locked" their account and are having issues with the password reset.*