

FAMILY PORTAL

STEP 1: GO TO
<http://www.hcpss.org/fp/>

STAY IN TOUCH
WITH YOUR CHILD'S
GRADES

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

HCPSS FAMILY PORTAL

WELCOME TO THE HCPSS FAMILY PORTAL!

ALREADY ACTIVATED YOUR
PORTAL ACCOUNT?



ACTIVATE ACCOUNT
NOW



ACTIVATE ACCOUNT

NOW



STEP 3: REVIEW TERMS OF AGREEMENT

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

HCPSS FAMILY PORTAL

Acceptable Use Agreement

Please use this site to gain first-time access to the HCPSS Family Portal. If you already have an account, you may log in [here](#). Instructions on logging in and using the HCPSS Family Portal may be found [here](#).

By activating my account(s) to the HCPSS Family Portal, I acknowledge that participation in the use of this system is voluntary. Although HCPSS will take standard precautions to prevent a security breach, it is understood and agreed by me that I recognize the nature of using Web-based programs and the possible risks associated with such use.

visidere

1751.



Enter the words as they are shown in the image above (letters are not case-sensitive).

Do Not Agree Agree

STEP 5: ENTER YOUR
CHILD'S INFORMATION

STUDENT ID#

DATE OF BIRTH

STEP 4: ENTER USER INFORMATION

User Information

In order to verify your identity, please enter the following information and click "Next" to continue.

Note: in order to activate an account, you must be either an active HCPSS student or a parent/guardian of an active student.

(* Denotes Required Fields)

*First Name
*Last Name
*Street Address
*City
*State
*Zip Code
*Relationship
*Email
*Phone Number

STEP 6: RECORD YOUR USERNAME AND
TEMPORARY PASSWORD

USERNAME:
MWOODS1234

PASSWORD:
ABC123

MWMS 2011

STEP 7: ENTER YOUR USERNAME AND TEMPORARY PASSWORD

Login ID

Password

Log On Clear [I forgot my password](#)

STEP 8: CREATE YOUR NEW PASSWORD

Password Requirements

- Minimum 8 characters

Current Password

New Password

Confirm New Password

OK Cancel

Your password has expired. Please create a new one.

OK

STEP 9: UPDATE YOUR INFORMATION

The first time you log in to the HCPSS Family Portal, you should update your security information. This allows you to request a **Temporary Password** should you forget your Password.

1. In the top right corner of the page, click **Set Preferences**.
2. Click the **Security** tab.
3. Enter your **Primary email**.
4. Select a **Security question**.
5. Enter your **Security answer**.
6. Enter and **Confirm answer**.
7. Click **OK**. You will return to your Family Portal page.

General Home **Security**

Primary email

Alternate email

Security question

Security answer

Confirm answer

Password

OK Cancel

What are the last 4 digits of your SSN?
What city did your father grow up in?
What city did your mother grow up in?
What city were you born in?
What is your father's middle name?
What is your favorite vacation spot?
What is your mother's maiden name?
Who is your favorite musician?
Who is your favorite author?
Who is your favorite actor?

A PRIMARY EMAIL IS REQUIRED IN ORDER TO RECEIVE EMAILS FROM TEACHERS.

STEP 10: NAVIGATE THROUGH THE TABS TO FIND INFORMATION

Pages My Info Academics

Options Reports Help **Tabs**

Daily Attendance

My Details 0 of 4 selected

Contacts Absences: 3.0 (1.0 unexcused) Dismissals: 1

Attendance Details **Side Tabs**

Date	Time	Absent?	Time
11/10/2015	11:40 AM	N	
11/11/2015		Y	
12/20/2015		Y	
10/20/2016		Y	

Notifications Requests

The Pages Tab:

- Announcements from your school.
- Recent activity regarding your child's grades and attendance.

The My Info Tab:

- Profile information, address and ethnicity.
- Contact names and phone numbers.
- Daily attendance.
- Schedule.
- Subscriptions to email notifications.

The Academics Tab:

- Current schedule.
- Grade.
- Assignments.
- Class attendance.

STEP 11: FOR MORE INFORMATION, GO TO

http://www.hcpss.org/fp/fp_faq.html

STEP 12: YOU MAY ALSO CALL THE SCHOOL FOR ASSISTANCE WITH FAMILY PORTAL. 410-313-5022