

Philadelphia SIS Project:

Registering for a Parent & Family Portal Account

Registering for an Account without a Confirmation Code

If you already have a Confirmation Code, skip to page 3.

1. Using any computer, tablet, or mobile phone, visit the website <http://signup.philasd.org> in your web browser.

The screenshot shows the top of the website with the logo 'THE SCHOOL DISTRICT OF PHILADELPHIA' and navigation links: About, Schools, Directory, Careers, Calendar, Login. The main heading is 'Register for a Parent & Family Portal Account'. Below this, there is explanatory text about the Confirmation Code. At the bottom, there are two radio button options: 'Do you have your Portal Confirmation Code?' with choices 'Yes, take me to Account Registration.' and 'No, I would like to look up my Confirmation Code.'

2. Click on **No, I would like to look up my Confirmation Code.**

This close-up shows the question 'Do you have your Portal Confirmation Code?' with two radio button options. The option 'No, I would like to look up my Confirmation Code.' is highlighted with a red rectangular box.

3. Enter the personal information of your student. If you have more than one student, you only need to enter one student's information.

The screenshot shows the 'Look up Confirmation Code' page. It includes a breadcrumb 'YOU ARE HERE > Registration'. The heading is 'Look up Confirmation Code'. Below the heading, there is text explaining the process. A form contains three input fields: 'Student ID *' with the value '12345678', 'Student's Last Name *' with the value 'Smith', and 'Student's Date of Birth *' with the value '01/01/2010'. There is a checkbox for 'I'm not a robot' which is checked, and a 'Find Phone Numbers' button at the bottom.

4. Select your name and a current telephone number from your student’s record to request the Confirmation Code. The Confirmation Code can be delivered by voice or text message.

YOU ARE HERE > Registration

Look up Confirmation Code

To look up your Confirmation Code, please enter your student’s ID, last name and date of birth and then click **Find Phone Numbers**. If you have multiple students, you only need to perform this step once for one of your students.

To request your Confirmation Code, select your name and phone number from the list below, as well as your preference for a voice or text message. Click **Send me my Confirmation Code** to have your Confirmation Code sent to the selected phone number.

* Denotes a required field.

Student ID * 12345678

Student’s Last Name * Smith

Student’s Date of Birth * 01/01/2010

Telephone Number *

- Chris J xxx-xxx-5172
- Chris J xxx-xxx-6315
- Chris J xxx-xxx-5850

Message Delivery *

- Voice
- SMS Text

If you do not see your name or a current phone number listed above, please contact your student’s school.

[Send me my Confirmation Code](#)

Note: If you do not see your name or a current phone number listed, please contact your student’s school.

5. Now that you have your Confirmation Code, click on the link to return to Account Registration, and begin the process.

THE SCHOOL DISTRICT OF PHILADELPHIA

ABOUT Schools Directory Careers Calendar Login

YOU ARE HERE > Registration

Confirmation Code Sent

Your Confirmation Code is on its way!

Pin Code was sent to telephone number xxx-xxx-5850 via SMS Text.

[I received my pin, take me to register.](#)

[I did not receive my pin and would like to try again.](#)

Registering for an Account using a Confirmation Code

1. Using any computer, tablet, or mobile phone, visit the website <http://signup.philasd.org> in your web browser.

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login

Register for a Parent & Family Portal Account

To register for a new Parent & Family Portal account, you will need your Portal Confirmation Code. The Confirmation Code is 5 characters made up of letters and numbers which identify you and only you in the District's Student Information System. You can get your code from your student's school, from the Office of Family & Community Engagement, or by looking it up online.

If you have multiple students, you only need to perform this process once. You will be able to access information for each student through your new Portal account.

Do you have your Portal Confirmation Code?

Yes, take me to Account Registration.

No, I would like to look up my Confirmation Code.

2. If you have a confirmation code, click on **Yes, take me to Account Registration.**

Do you have your Portal Confirmation Code?

Yes, take me to Account Registration.

No, I would like to look up my Confirmation Code.

3. Enter your Last Name and Confirmation Code. Click **Next.**

YOU ARE HERE > Registration

Enter your Confirmation Code

To register for a Parent & Family Portal account, please enter your last name and your Confirmation Code and click **Next**.

* Denotes a required field.

Your Last Name * Jones

Confirmation Code * ●●●●●

I'm not a robot

reCAPTCHA Privacy Terms

Next

4. Enter your email address.

Note: You must have a personal email address to sign up for a Parent & Family Portal account. If you do not have an email address, you can register for a free email account using Gmail, Outlook, Yahoo, or a similar service.

5. Confirm your email account by clicking on the link provided in the email message. Click on the web link inside the email message to complete your registration.

6. After you confirm registration, you will set up your “Security Settings.” Select a password following the listed guidelines and click **Save**.

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About Schools Directory Careers Calendar Login

Change Your Password

To set or change your password, please complete form below. You must enter your current password, then enter and retype your new password. The password meter will tell how you secure your password is.

In order to be valid, your password:

- must have a minimum of **8 characters**
- must have at least **one upper case character**
- must have at least **one lower case character**
- must have at least **one number**
- may contain any of the special characters: ~!@#\$%^&*()
- cannot repeat any character more than 3 times in a row
- cannot contain your own first name, last name or email address
- cannot contain common words, like 'password' or 'admin'
- cannot be a password commonly known to hackers
- cannot be a password you have used before

* Denotes a required field.

Change Password

Username: chrisjones@email.com
Your Email: chrisjones@email.com

New Password * Weak

Confirm New Password *

Save

7. Provide answers to three security questions and click **Save**.

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About Schools Directory Careers Calendar Login

Change your Security Questions and Answers

You must select three different security questions and enter personal answers. These questions and answers can be used to reset your password in the future, if you should forget it. Each answer must be between 2 and 50 characters long. Please note that if you are asked to provide responses to your security questions in the future, your answers will not distinguish between upper and lowercase letters, however any special characters, including spaces and symbols, will be required to be entered exactly as you enter them below. Be sure to select a combination of questions and answers that wouldn't be known or easily guessed by anyone other than yourself.

* Denotes a required field.

Security Questions and Answer

Security Question #1 * In what city or town was your father born? ▾
Security Answer #1 * Philadelphia

Security Question #2 * What is the name of your first pet? ▾
Security Answer #2 * Spike

Security Question #3 * What was your favorite sport in high schc ▾
Security Answer #3 * Football

Save

8. Log in to your new account with your email address and new password.

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About Schools Directory Careers Calendar Login

Thank You!

Your new password and security questions have been confirmed.

Please note: You must update your account password on any smartphone or tablet applications which used your old password. This password will also be synchronized to your District Google Apps account, so you must also update the password for any Google Apps on your devices.

[Click here to login](#)