

# Welcome to the Discovery Parent Portal

Parent Portal allows you to access current information about your student's **attendance**, **grades**, **assignments**, **schedule** and **transcript**.

To access Parent Portal, you need:

- **A valid e-mail address** – this email address must be on file with the child's school.
  - If you do not have an e-mail address, you can sign up for free e-mail accounts with several services.
- **Your name as listed on your child's electronic contact list.**
  - Your first and last name must match how your name is listed in the school's records. Contact your child's school to find or correct district records.
- **Three items identifying your child:**
  1. Your child's first and last name as electronically recorded at the school
  2. Your child's student ID number (Example: 34567; this can be found on the student's schedule, an old report card or the student's ID card)
  3. Your child's birth date, (dd/mm/yyyy)

If you have questions about matching your information with the district data, contact your child's school. Once you have everything you need, go to your child's school webpage and click on the Parent Portal link or visit: <http://sisportal.mpls.k12.mn.us>. For additional help and information go to: <http://parentportal.mpls.k12.mn.us>.

If you have already registered, enter your **username** and **password** and click **Sign In** to access Parent Portal.

If you have not yet registered, follow Steps 1-4 below:

## Step 1:

Go to <http://sisportal.mpls.k12.mn.us>. Click **New User Registration**.

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ASSIGNMENTS  
SCHEDULE  
ATTENDANCE  
GRADES

### Minneapolis Public Schools

User Name:

Password:

Sign-in

**User Assistance**

- [Forgot Password?](#)
- [Forgot User Name?](#)
- [New User Registration](#)
- [Change Language](#)

## Step 2:

Read the agreement and click **I Accept**.

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### Minneapolis Public Schools

Please review the following terms and indicate your agreement below.

**Data Privacy Agreement**

We are collecting the information about you and your student to allow you to see important information quickly and as often as you would like. We have taken necessary steps to maintain the confidentiality of information about your student.

You are not legally required to provide the information, but if you do not provide the information, you will not be able to use the parent portal.

Employees and other appropriate school district representatives will be able to access the information you will provide if they need access as part of their job. The Minneapolis School District and individual school sites will use the collected email addresses.

By clicking 'I Accept' you agreed to the terms and conditions written above.

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## Step 3:

1. Select a unique user name for you. The user name can be as short as 1 character or as long as 30 characters. The system will inform you if your desired username is already in use by someone else.
2. Your Last Name and First Name will need to exactly match the school's records. Contact the school if there is a conflict.
3. Select a password that has at least four characters. Your password is case sensitive.
4. Enter the required personal information for yourself. Your e-mail address must match the address on record with your child's school. (Contact the school to update your preferred e-mail address.)
5. Add information about one child. Birthdate is in the form (dd/mm/yyyy). If you have more than one child in the district, you can [add information about additional students](#) after your account has been created.

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ASSIGNMENTS  
SCHEDULE  
ATTENDANCE  
GRADES

### Minneapolis Public Schools

#### New User Registration

Are you a student?  Yes  No

User Name:  1 Create your own unique portal username, e.g. supermom. Up to 30 characters allowed.

Last Name:  2

First Name:  3

Password:  4

Confirm Password:

Email:

Confirm Email:

#### Add Students

Student ID	Last Name	First Name	Birth Date
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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6. Click **Save**.

- If you receive a message stating, “**Save Successful – A confirmation key has been sent to your e-mail,**” continue to the next step.
- If you receive an error message, correct the identified issue and click **Save**. You cannot proceed without correcting the problem.
  - If your name or your child’s name has a suffix like Jr. or III, try adding that to the Last Name field.
  - If your name or your child’s name is hyphenated, try removing the hyphen.
  - If you have a name like O’Malley, try entering the name without the apostrophe as OMALLEY.
  - You may need to contact your child’s school to verify that the information you are entering matches the information on file.

### Step 4:

Retrieve your confirmation key from your e-mail. Leave the Parent Portal browser window open. **In a new browser window**, open your e-mail. Look for a message from [portal@mpls.k12.mn.us](mailto:portal@mpls.k12.mn.us) with the subject **Discovery Parent Portal Application**.

- Check your inbox and spam or junk mail folders. Your e-mail provider may flag the confirmation e-mail as junk or spam from an unknown sender.

The e-mail will provide a link to the login screen. If you closed the Parent Portal browser window, you can access the login screen at: <http://sisportal.mpls.k12.mn.us>.

**Login with the username and password you created** in the previous step. Enter the confirmation key to activate your account. Once your account is activated, you will no longer need to retain the confirmation key; future logins will require only your username and password.

If you have more than one student registered you will have to select the student by clicking on their name. If any of your children are listed more than once, click on the name in the row that lists their current school.

### Notes about Parent Portal:

1. Windows are organized by menus on the left side of the screen. Click on a menu to view the information it contains.
2. To **add additional students** to your account, click **Miscellaneous**. You will see the student you have already linked to your account and a blank row for another student. Fill in the required items (your child’s student ID number, last name, first name and birth date) and click **Save**. You will receive a message when the addition has been saved successfully.
3. Click **My Students** to return to the main screen.

**Remember: Always log out to protect your security and your child’s personal information!**