

Adding Multiple Students to a Portal Account

Adding multiple students to a parent login by the parent

This process allows having multiple students available when logging into one account.

1. Sign into one of the students portal using the information from the notification letter.
2. Accept the agreements if not already completed.
3. Select the button **Add My Other Students (if any)**
4. Enter the Portal Student ID# from the notification letter for the student being added.
5. Enter the user name and password from the letter.
6. Select the button **Request Access to Your Student Information**.

Notification Letter

Student Information

School Location: High School
Student: Allen, Kala J. Portal Student ID #: 6835
Grade Level: 11
Homeroom Teacher: Stanley, Dave

Portal Access Overview

The Parent Portal will give you access to information about the many services and programs provided by our district. Below is information of how you are able to access this information.

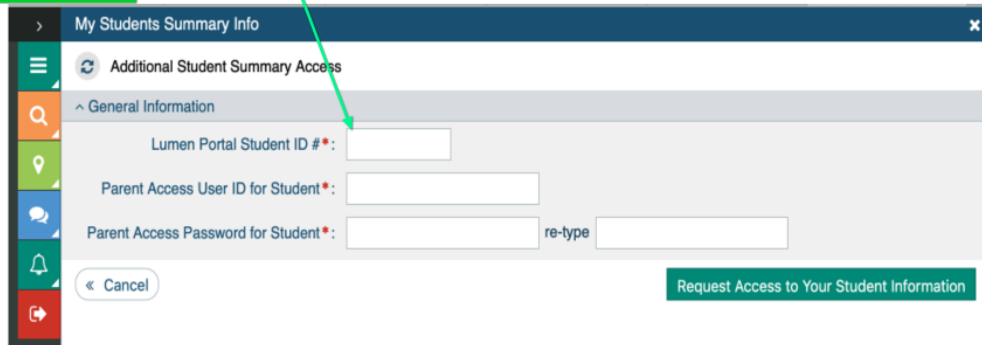
Below is the login information you need to access your portal area.

URL: <https://showandtell.lumentouchhosts.com/lumen/signin>

Location #: 4

Parent Access User ID: pfftxs

Parent Access User Password: lum3n



The screenshot shows a mobile application interface titled "My Students Summary Info". Under the "Additional Student Summary Access" section, there is a "General Information" form. The form contains three input fields: "Lumen Portal Student ID #*", "Parent Access User ID for Student*", and "Parent Access Password for Student*" with a "re-type" field. A green box from the notification letter highlights the "Parent Access User ID: pfftxs" and "Parent Access User Password: lum3n" fields, with a green arrow pointing to the "Parent Access User ID for Student*" and "Parent Access Password for Student*" input fields in the form. At the bottom of the form, there are "Cancel" and "Request Access to Your Student Information" buttons.