

Update/Add Student/Parent Portal Accounts

The setup for creation of the Student and Parent Accounts are defined separately under tabs in the following application. Both have the same settings.

EzStart -> Lumen Touch - District Admin -> District Parent/Student Portal Management -> District Parent/Student Portal Management -> Access Accounts Creation.

- The User/Roles Parameters and the Desktop Parameters will not need to be changed.
- The Account and Password Creation Parameters has several options for each. Choose the settings from the dropdown lists.
- **Important:** The Reset option for the option **If account already exists** will reset all accounts and passwords. Normally the option of **Update** would be selected. Select it and **Save for both students and parents separately**.
- Select the Step 4 – Run tab and Click Process.

