

USING THE PARENT PORTAL

Confirm Your Parent/Guest Account

Parents and other authorized users should follow this procedure to confirm their Springfield College Parent Portal account, and to establish a login password.

1. Ask your student to set you up as an authorized user.

TIP: If you have more than one student attending the College, ask them to use the same email address for you when they are setting you up as an authorized user. This will allow you to access multiple accounts under one login.

2. After they complete the setup process, you will receive a notification email stating that you have been granted access to your student's account.

TIP: The notification email will be from businessoffice@springfieldcollege.edu. If you can't find it, be sure to check your 'spam' or 'junk mail' folder. If necessary, you should add this address to your white list to make sure these emails go straight to your inbox

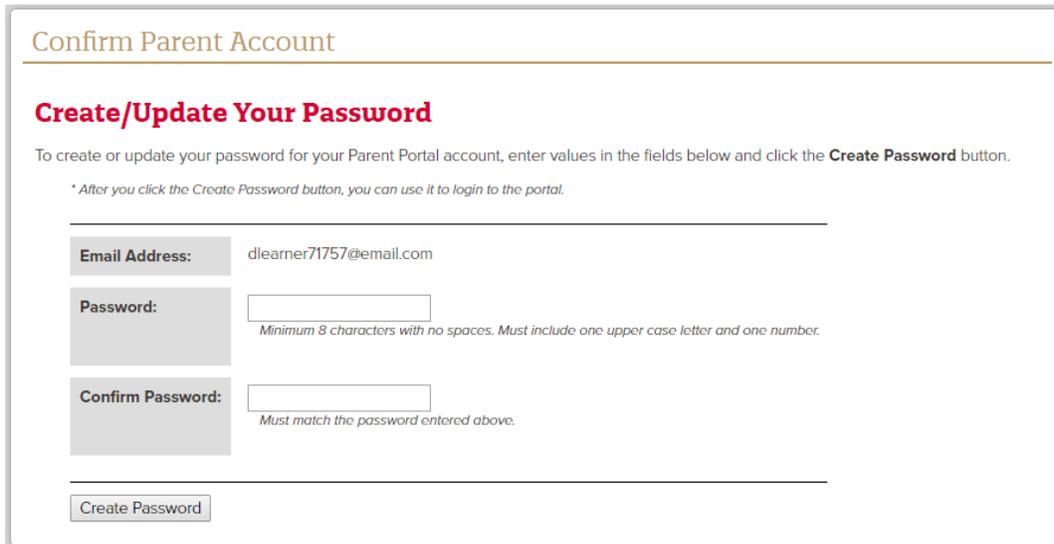
3. Contact your student and obtain their Springfield College ID number. You will need their ID number in order to complete the confirmation process.
4. Go to the Springfield College PrideNET website: pridenet.springfield.edu.
5. Click the "Parent Portal" tab along the top, then click "Confirm Parent Account" link along the left side.

The screenshot shows a web form titled "Confirm Parent Account" with a sub-header "Confirm Your Portal Account". Below the sub-header is a paragraph of instructions: "To confirm your Springfield College Parent Portal account, enter values in the fields below and click on the **Confirm Account** button. By confirming your portal account, you agree to abide by the [Parent Portal Terms & Conditions](#)." Below this is a note: "* After you click the Confirm Account button, you will need to create a password for your account, and then use it to login to the portal." The form contains two input fields: "Email Address:" with a text box and a note "This is the email address associated with your account." and "Student ID Number:" with a text box and a note "The ID number of the student who created (or reset) your account." At the bottom of the form is a "Confirm Account" button.

6. You should view the Parent Portal Terms and Conditions by clicking on the link near the top.
7. Enter your email address (this must match the email address your student used when setting up your account).
8. Enter the Springfield College ID number of the student identified in the email you received.

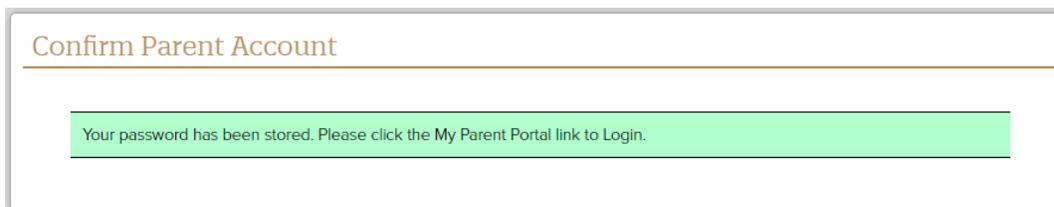
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- Click the “Confirm Account” button.



The screenshot shows a web form titled "Confirm Parent Account". Below the title is a red heading "Create/Update Your Password". The instructions state: "To create or update your password for your Parent Portal account, enter values in the fields below and click the **Create Password** button." A note below reads: "* After you click the Create Password button, you can use it to login to the portal." The form contains three input fields: "Email Address" with the value "dlearner71757@email.com", "Password" (empty), and "Confirm Password" (empty). Below the password fields is a "Create Password" button.

- Pick a password, and enter it into the Password and Confirm Password boxes.
- Click the Create Password button.



The screenshot shows the same "Confirm Parent Account" page, but with a green success message box that reads: "Your password has been stored. Please click the My Parent Portal link to Login."

- To login to the Parent Portal, click the “My Parent Portal” link on the left side of the page.

Notes:

- You will only need to confirm your account one time, even if multiple students grant access to your email address.
- Access to the Parent Portal, and the permissions assigned to each user, can only be granted by the student. Please contact the student directly with any related requests.
- Passwords must be a minimum of eight characters long, and they must contain at least one upper case letter and one number.
- For more information on confirming your parent/guest account, please view the Video: Confirming Your Parent Account.