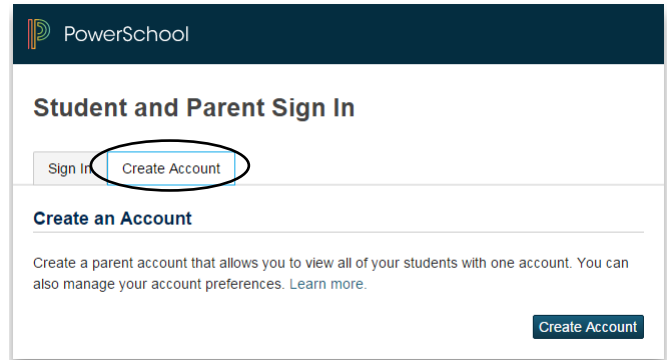
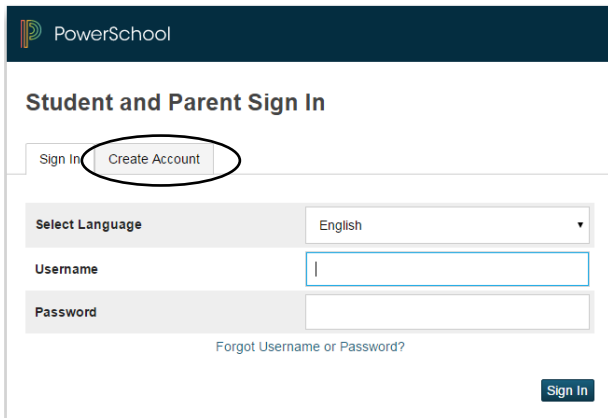


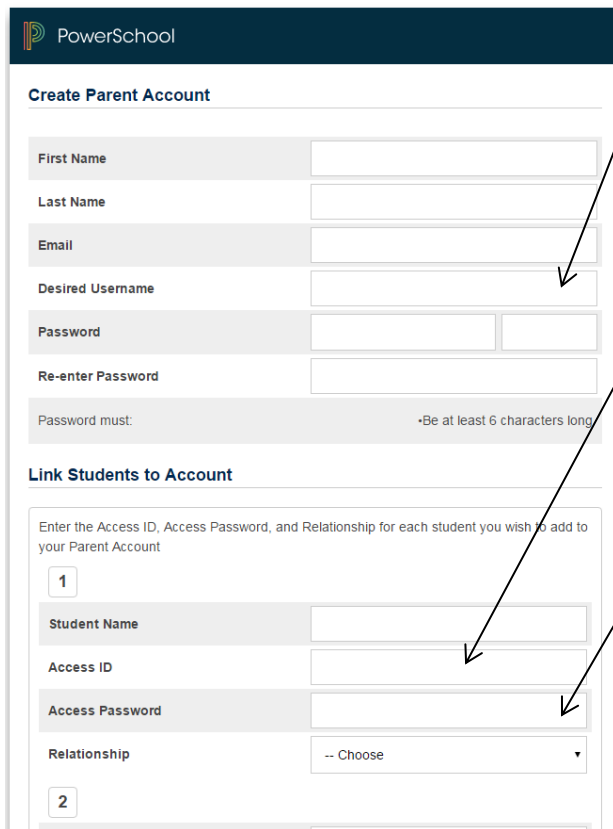
# HOW TO ACCESS PARENT PORTAL

www.richland2.org > EXPLORE > I'M A Richland Two...> STUDENT OR PARENT > PARENT PORTAL >

You must first create an Account.



Please refer to these instructions prior to completing your registration.



**NOTE: Your email address cannot be used as your Username.**

If you want your Username to match your email address, simply use everything before the @. IE: email address= myname@mailserver.com | Username= myname

**Student Name:** First Last

**\* Access ID refers to Student ID.**

Please refer to the student's report card for the Student ID number. If you do not have a report card for your student, please go to the front office of the school that your child attends. Student ID's cannot be given over the phone or sent home with student.

**\* Access Password is the student's birth date in MMDDYY format.**

For example, if your student has a birth date of October 14, 1999 then you would enter 101499. If the birth date is January 3, 2001 then you would enter 010301.

**Relationship:** Parent Relationship to Student

You may enter all students at the same time.