

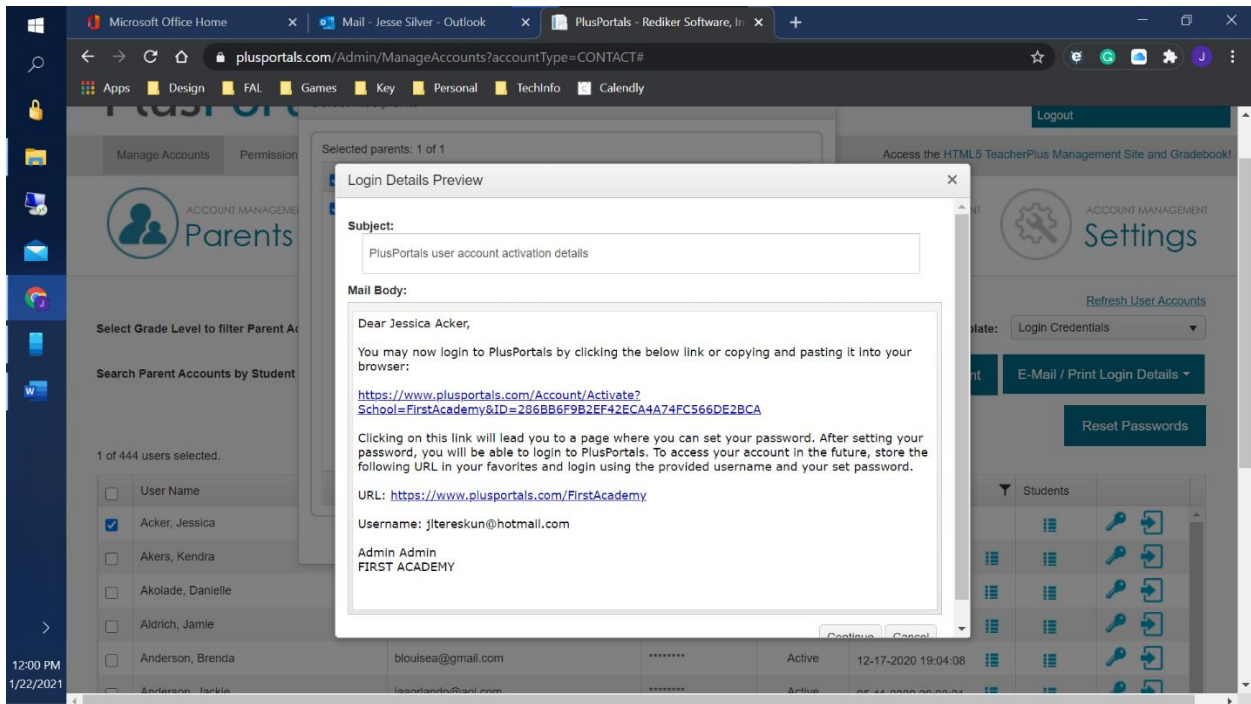
Hello, this is Mr. Silver. I am the IT Director at First Academy Leesburg. In these directions I will tell you how to access your parent portal. The parent portal is a place where you can see your student's assignments, grades, attendance and more.

PlusPortals can be accessed from a computer or a mobile device. In these directions, I will show you how to access PlusPortals from a web browser.



Access your email. An email was sent to you with your login details. The email comes from "Admin" so it may get sorted into your Span, Junk or Clutter folder.

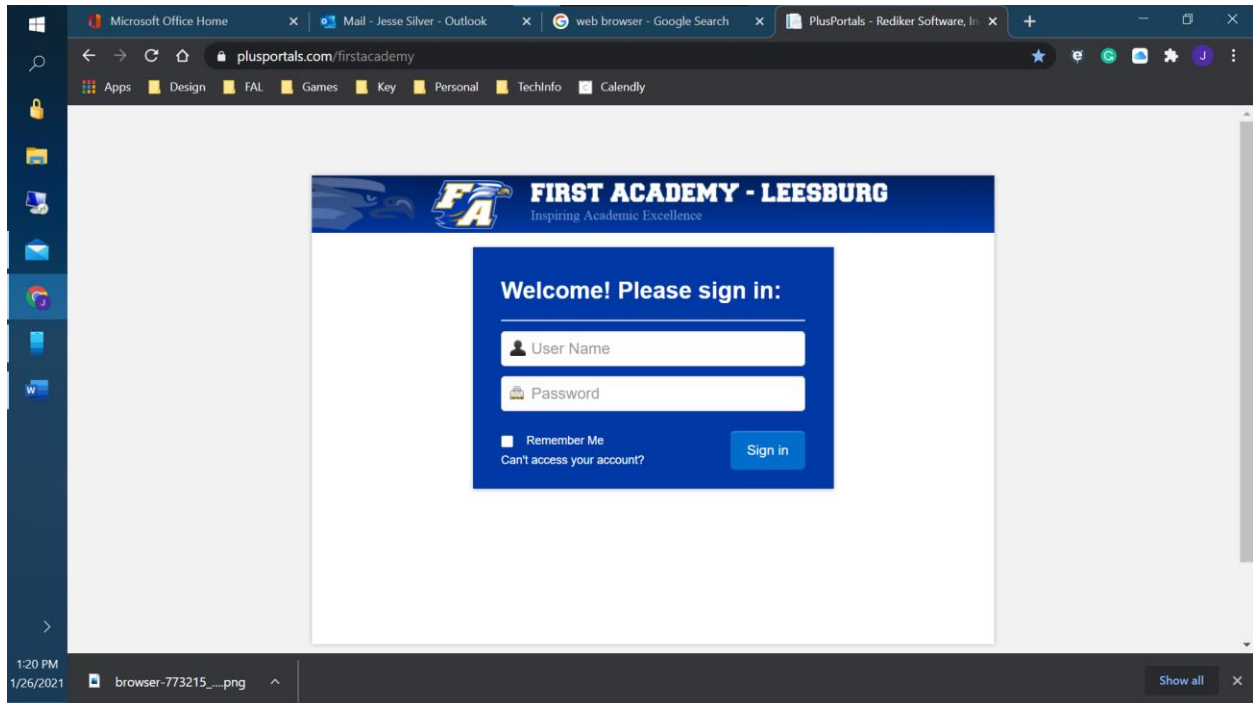
The email looks like this.



If you cannot find the email, email me at jsilver@faleesburg.com.

For everyone else, once you locate the email, click on the first link.

The link will take you to PlusPortals and you will be prompted to activate your account. You do this by updating your password.



Once your password is updated you will be prompted to enter your username and password.

Your username is the email address that you received the "Admin" email.