

# Parent Portal Information on the Contact Page

At the bottom of the *Contact* page you can view Parent Portal information including the following:

- Login ID.
- Number of times a parent logged into the portal .
- Last login date.
- You can also reset the contact's portal password using the **Reset Portal Password** button. This will generate a temporary password and immediately email it to the contact's email.
- Check boxes to allow portal access and manage absences/makeups.



Parents can reset their own passwords with the **Reset Password** link that is located on the Portal login page. Encourage them to do this so that your staff does not need to reset it.

## Contact: Holly Ager

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### General Information

Family [Ager](#)

First Name  Last Name

Type

Member ID

Primary Contact  
 Billing Contact  
 Authorized to pick up student

### Email, Phone Numbers, & Address

Email   Mass Email Opt-Out [?](#)

Home Phone  [?](#)

Work Phone  [?](#)

Cell Phone  [?](#)

Fax  [?](#)

Other Phone  [?](#)

Address 1

Address 2

City  State/Prov  Zip/Post Code

### Portal Information

**Reset Portal Password**

Click to send an email to the contact with a temporary password.

Login ID

Allow to login to Parent Portal  
 Allow to manage absences and makeups in the Parent Portal

Last Login

# Logins

Clear these checkboxes to block the contact from using the Parent Portal and to Manage Absences/Makeups.

