

PART A: Parent Portal Instructions (skip to Part B if you have already created a Parent Portal account)

Parents will need to be sure of 3 items before attempting to create an account to view grades in MMS:

- Your email address must be on file at the school in the MMS database. Only school personnel can enter your email address. Please contact the main office to make sure your email address is on file.
- You must enter your parent first and last names exactly as they appear in our MMS database. This can also be verified with office staff.
- You must enter your child's student ID number. This is listed on student schedules and report cards.

Step by step directions to create a Parent Portal account:

1. Click on Parent Portal link:

<https://www.mms721.org/MMSG55/default.aspx?ReturnUrl=%2fMMSG55%2fparent%2f>

Important: Once you open the link, click underneath the login box where it says "click here to create your account."

2. Input parent first and last names exactly as listed with the school. Entry of this information is case sensitive so be careful to consider if your "Caps Lock" button is active. The "Parent Login Name" is your choice of a username. Insert your email address on file with the district. Enter your child's Student ID Number as provided to you from the school. Click "Create Account". If you are successful, you will see a message that your username and temporary password were sent to your email account.

3. Click on the Parent Portal again. Enter your username and password that were provided to you via email. You will be prompted to change your password to a permanent one.

(Contact your grade level school counselor if you are unable to create a Parent Portal account.)

Directions to add a second student to your account:

- ✓ After you have successfully created an account for your first student, login and click on "My Account" at the top of the screen.
- ✓ Click on "Add Another Student to this Login"
- ✓ Enter the Student ID Number for your second and/or additional children.

PART B: CR Family App Instructions (please create a Parent Portal account first in Part A)

Parents will need to be sure of 3 items before attempting to utilize the app:

- You will need your email address that is on file with the district, which was used to create your Parent Portal.
- You must enter the password which is used to login to the Parent Portal.
- You will need to enter the district ID: FAPA.

Directions to download the CR Family App:

1. Visit Google Play or Apple App Store and search for "CR Family."
2. Download and install the app created by Computer Resources, LLC.
3. Open the app and enter the above three items.

(Contact your grade level school counselor if you are unable login to the CR Family App.)