Parent Portal: Getting Started

This introduction to Parent Portals provides instructions for the most commonly used features of the Parent Portal and is divided into the following sections:

- Logging into Parent Portal
- Changing Password (Includes your personal account information)
- Updating Household Information
- Accessing the OES Student & Parent Directory

Logging into Parent Portal

1) Go to [http://parent.oes.edu](http://parent.oes.edu) on the Internet. It is recommended that you bookmark this page for easy access to the page in the future.
2) Enter your user name and password. Your account information can be found below. (If you have already used the Parent Portal you have activated your account and can ignore this step.)
3) **Be sure to log out!** When you are done using the Parent Portal log out by clicking the hyperlink found in the upper left corner.

Changing Your Password

Security is paramount. Changing your password is simple. Be sure to change your password the first time you access the account and once every 3-4 months.

1) After logging into Parent Portal, expand the “User Profile” options by clicking the down arrow beside “User Profile” found in the left task area.
2) Select “Change Login Information.”
3) Enter your current password and your new password. Don’t forget to confirm your new password by entering it a second time.
4) Select “Change Password” when you are content with your newly chosen password.
5) This is also the location when users can change the email where account information will be sent if a password is forgotten.
**Updating Household Information**

OES relies on parents to provide the school with accurate and up-to-date family information. The Parent Portal allows parents to easily update the information through a secure internet connection. Information updated in the Portal does not need to be sent to the Divisional Office since the information will be automatically updated.

1) To update household information expand the Household Information options by clicking the down arrow beside “Household” found in the left task area.
2) Select the category of information to update and enter the new information in the fields to the right.
3) Be sure to click the Accept when you are done editing Household Information.

**Accessing the OES Student & Parent Directory**

1) To access the Student & Parent Directory expand the Directories’ options by clicking the down arrow beside “Directories” found in the left task area.
2) Select Parent/Student Directories to begin a search for directory information.
3) Use one of the nine different criteria and up to five filtering options to search for students and/or parents. (See image below.)
4) After you have entered search criteria, begin the search by selecting submit.
5) The selected searchable information will be displayed on the next screen after the “submit” button has been selected.