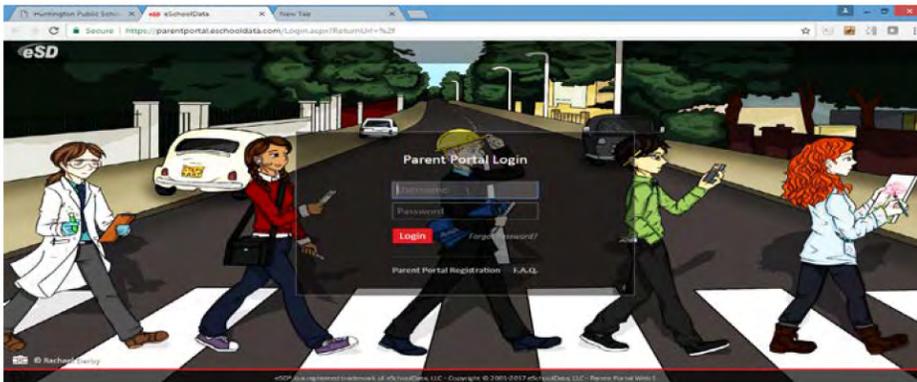




- Directions on how to establish a parent portal account can be found at [http://www.hufsd.edu/assets/pdfs/schools/parent\\_portal\\_presentation.pdf](http://www.hufsd.edu/assets/pdfs/schools/parent_portal_presentation.pdf)
- When submitting a parent portal account request, you will receive two emails. The first will state that your request was received. The second email states that your account was approved. You must open this email and click on the link in the email to activate your account. If you do not activate your account, you will not be able to login. PLEASE CHECK YOUR SPAM AND JUNK FOLDERS FOR THESE EMAILS. SOMETIMES THEY ARE IN THESE FOLDERS.

**PLEASE NOTE THE PORTAL ACCOUNT WILL LOCK AFTER TRYING TO LOGIN WITH THE WRONG PASSWORD AFTER 5 ATTEMPTS. DISTRICT SUPPORT IS NEEDED TO UNLOCK ACCOUNTS. INSTEAD USE THE FORGOT PASSWORD LINK AND ENTER YOUR USERNAME OR EMAIL ADDRESS TO ACCESS THE ACCOUNT. SEE BELOW.**

- In you forget your password or username, please click on *Forgot Password* on the login page.



- Enter your username or email address and hit *Request Password*. Check your spam or junk folder, if you do not receive an email.

