



Parent Portal Instructions

If you would like to be able to access your scholar's grades and attendance information, you can set up a parent portal account through the district. You will need your scholar's ID number, a personal email address, and access to the telephone number you have on file for your scholar.

1. Go to signup.philasd.org
2. Click "No, I would like to look up my confirmation code"
3. Fill in the required information
4. Click "Find Phone Numbers"
5. The confirmation code will be sent as a voice or text message
6. Select the number you would like this message sent to
7. Click "Send me my confirmation code"
8. Once you have your code, click on the link that says "I received my pin, take me to register"
9. Enter your last name and confirmation code
10. Enter your email address twice.
11. A confirmation email will be sent to the email you indicated
12. Click on the link in the email
13. Change your password
14. Select security questions
15. Click "return to Login"
16. Log in with your email and password

These instructions are available in video format at the following link:

<https://www.philasd.org/face/fr/parent-and-family-portal/>

Once you have set that up, you can use the following menu to access grades and attendance data. Additionally, you can update your demographic information using the same system. Please see the images below to identify what sections are available to you.

Need a confirmation code or additional Parent Portal support?

**Contact Strawberry Mansion's FACE Liaison Victoria Trower
anytime via phone/text (267-647-4449) or email:**

vtrower@philasd.org

**Parent Portal Training is offered with Victoria at **Strawberry
Mansion High School** EVERY FRIDAY from 1:00 PM-2:30 PM**

Zoom Link: <https://tinyurl.com/y6jsogdu>