

How to Create an Account in Family Portal

Note- To set up a parent portal account, you will need the N-number of each child you are registering. Contact the school office to obtain them.

Please be sure both parents set up an account.

1. Go to www.sarasotacountyschools.net
2. Click **Parents & Students**
3. Scroll down, Click **Family Access Portal**
4. Under Sign-in Select **New User Registration**
5. Select **I Accept**
6. When asked, **Are you a student?** Please choose **NO** to open a parent account.
7. Enter new user information
8. Select **SAVE**
9. Check your email, Gradebook will send you a number to confirm your registration. You will need this number to complete the next step.
10. Select **Back to Login** at the bottom of the registration screen.
11. Enter your confirmation code when prompted.

Congratulations!!!

You have successfully set up your Parent Portal.