

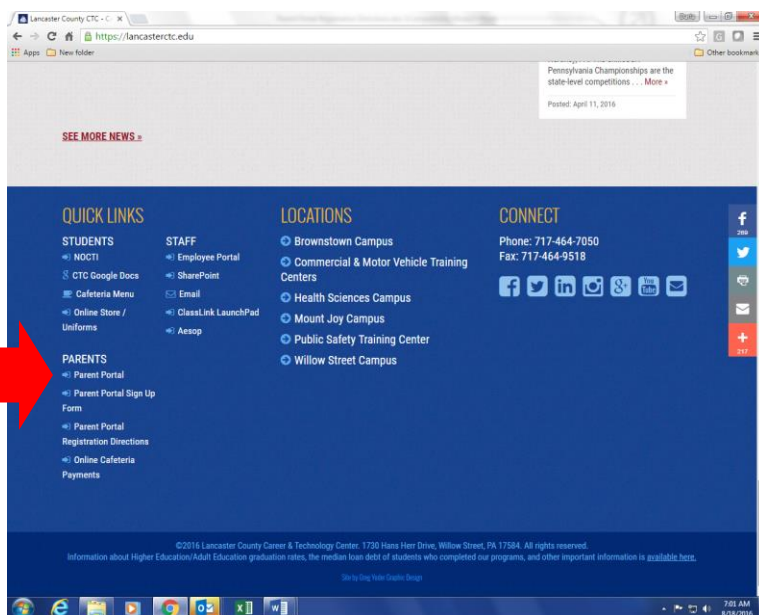
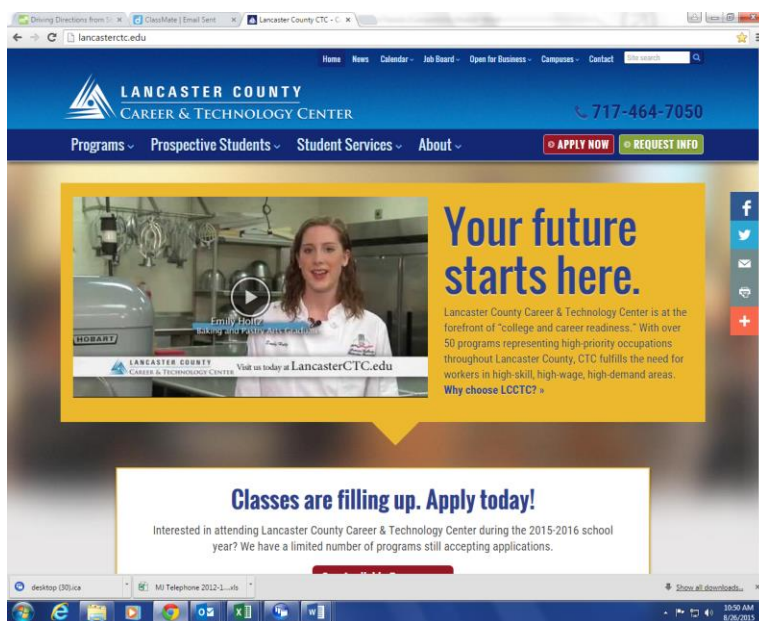
PARENT PORTAL REGISTRATION DIRECTIONS

In an effort to “Go Green” the Lancaster County Career & Technology Center will no longer issue printed progress reports and report cards. Instead, these documents will be available for viewing on the CTC Parent Portal. If this method will not work for you, please contact the CTC Campus where your student attends to request a paper copy.

In addition to Progress Reports and Report Cards, parents are able to access attendance, grades, and schedule information using the Parent Portal.

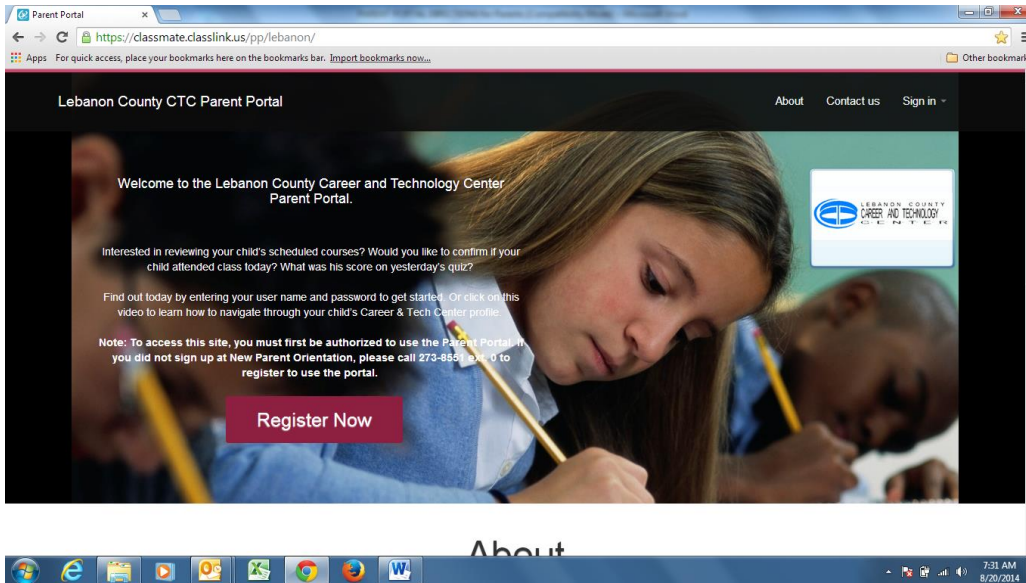
To gain access to the Parent Portal:

- Complete the parent Portal Permission form that was sent home with your student.
- To access the Parent Portal go to www.lancasterctc.edu. Scroll to the bottom of the page and click the Parent Portal link or skip to the next step to access the portal directly.

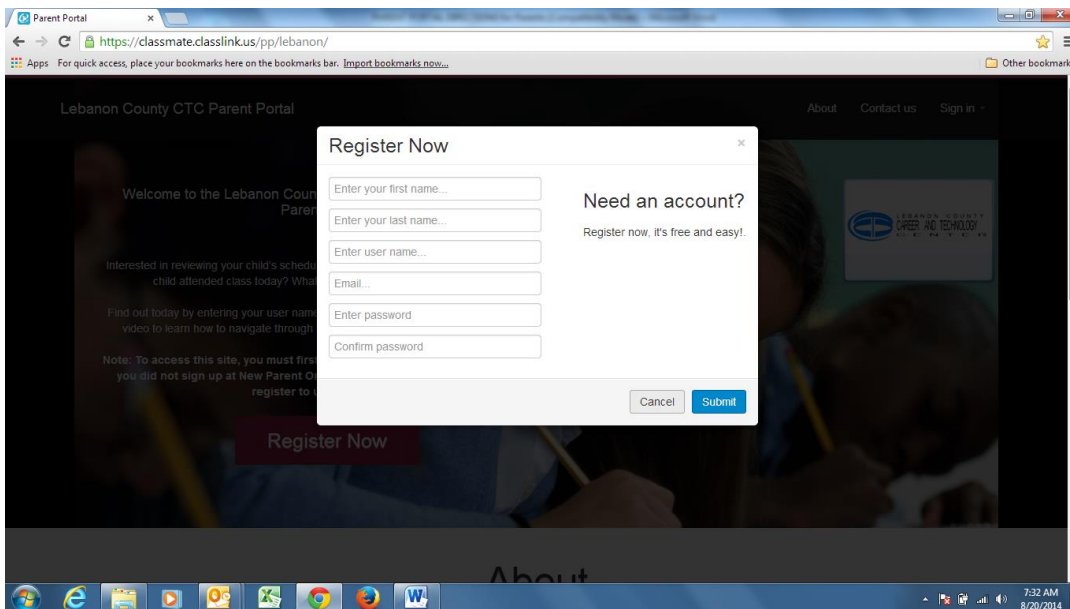


The other option is to access the Parent Portal directly at <https://portals.classmate.net/pp/lancaster/>

- At the Parent Portal Home Page, click the **Register Now** button



- Enter your information on the screen below and click the Submit button. **BE SURE THE EMAIL ADDRESS YOU ENTER IS THE SAME ONE YOU LISTED ON THE PARENT PORTAL PERMISSION FORM and the STUDENT REGISTRATION/PARENT GUARDIAN CONTACT REPORT.** FYI, there are no requirements on username or password regarding number of characters, types of characters, etc.



- After successfully registering on the portal, please log in. At this time, you are able to configure alerts to let you know when your child is absent or tardy, when your child's marking period grade falls below a certain percentage, or if your student has been given an assignment.
- To configure alerts, click the down-pointing triangle next to Welcome (your name) in the upper right-hand corner of the screen. Choose **Configure Alerts** and you will see the screen below. Choose which alerts you would like to receive and click on **Save changes**. At this time, you are unable to receive Discipline Alerts. Therefore, please disregard this section of the Email Alert Configuration screen.

Email Alert Configuration ×

Attendance

- Student is Absent
- Student is Tardy

Grading

- Student's marking period grade has fallen below

Discipline

- Student has recieved a discipline referral
- Student has been assigned a suspension

Assignments

- Student has been given a new Knowledge assignment

If you have any questions regarding how to use the Parent Portal, please contact Jason Wise at 208-3125.