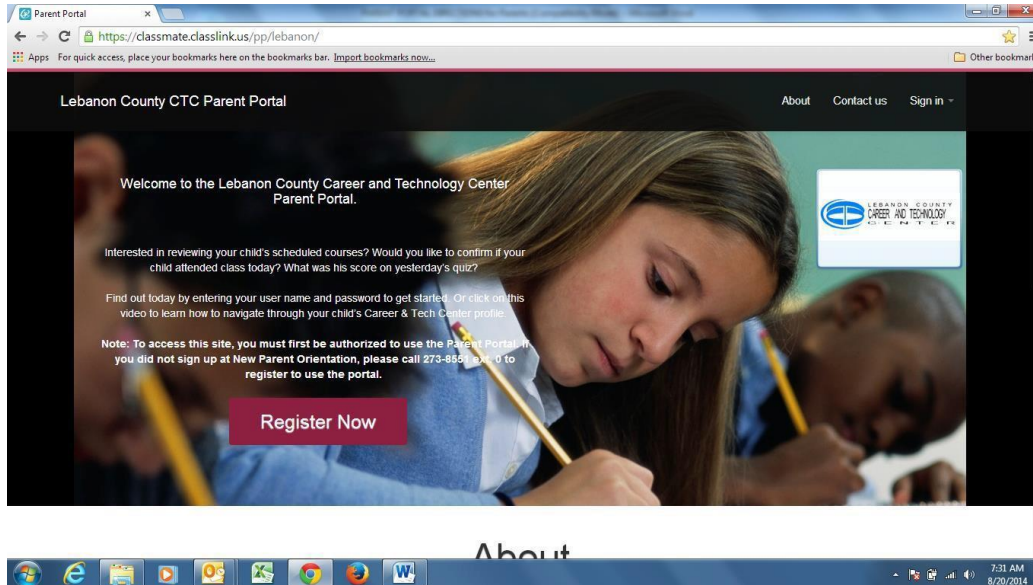
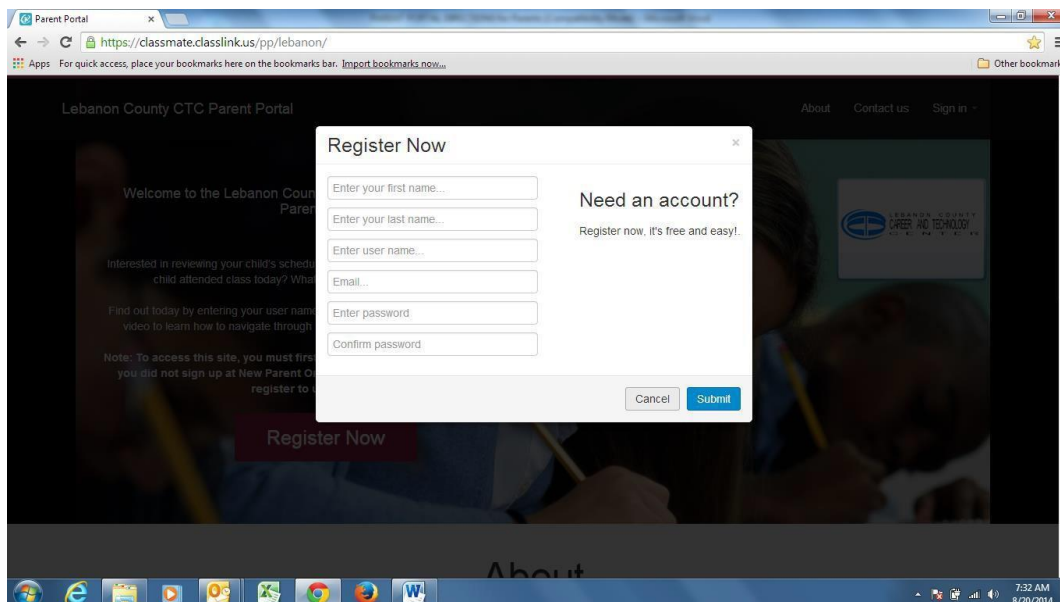


The CTC Parent/Student Portal can be accessed at: <https://portals.classmate.net/pp/lancaster/>

- At the Parent/Student 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 SUPPLIED TO THE CTC ON THE STUDENTREGISTRATION/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/Student Portal, please contact the Director of IT at the CTC at 717-464-7050.