How to Access the Parent Portal:

In order to access your student's CTC information, you will need to first create a Parent Portal account.

To do so, please follow this link: https://parentsis.csiu-technology.org/LancasterCTC

The parent portal can also be accessed by going to our website, <u>https://lancasterctc.edu/</u>, selecting "Current Students" in the upper right corner, and then scrolling down to Parent Portal under the "Quick Links" section.

Once you are on the Parent Portal sign-on page, you will want to select "Parent Portal Registration" at the bottom of the box to be directed to the registration page.

	Portal Registration" below	w to sign up for you	ir account.
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		Forgot Pa	assword?

A few helpful tips...

1. The user can select either English or Spanish for language by clicking "English" in the upper left corner.



2. In the school district box, begin typing "Lancaster County" and then select "Lancaster County Career and Technology Center" from the drop-down that appears. Even though the text is grayed out with our name, you will still need to type in our school name for the drop-box to appear and move forward from page 1.



3. Begin filling in the remaining information on page 1. You may use any username and password you wish. Once page 1 is complete, select "Create Account Information" in the bottom right corner.

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(Start typing your school district then select your district in the list) * Username Test_1 (Your ID is what you will use to login to the portal. You can change at any time from within the portal.) (Your email address) * Eest@lancasterctc.edu (Your email address) * Confirm Email Address test@lancasterctc.edu * Confirm Password * Authentication Question What was the name of your first school? ~ * Authentication Answer Lancaster CCC	* School District	Lancaster County Career and Ter								
* Username Test_1 (* Our ID is what you will use to login to the portal. You can change at any time from within the portal.) * (* Our ID is what you will use to login to the portal. You can change at any time from within the portal.) * Email Address test@iancastercic.edu * Confirm Email Address test@iancastercic.edu * Confirm Email Address test@iancastercic.edu * Password (Should be a minimum of 6 characters with at least 1 number) * Confirm Password * Authentication Question What was the name of your first school? * Authentication Answer Create Account Information		(Start typing your school district then select your district in the list)								
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		(Your ID is what you will use to login to the portal. You can change at any time	from within the portal.)							
Confirm Email Address (Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account) Confirm Email Address (Should be a minimum of 6 characters with at least 1 number) (Should be a minimum of 6 characters with at least 1 number) Confirm Password Authentication Question What was the name of your first school? Authentication Answer Lancaster CTC Create Account Information	* Email Address	test@lancasterctc.edu								
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- 4. Fill out page 2 with your information and select "Create Account Information" to proceed.
- 5. On Page 3, you will need your student's CTC ID number to add them to your account. Select "Add Student to the Above List" when their information is entered. If you have multiple students currently enrolled, please enter each one individually and select "Add Student..." for each one.

Welcome to Parent Portal Registration!									
Account Information		Personal Information		Student Information					
My Student(s) Your student(s) will show below after yo	ou have added.								
ID Number	First Name	Last Name	Grade	School					
Add Student ID Number 24250000	* First Name John	* Last Name Doe							
Add student to the above list	* Grade 11 ~								
					Previous	Final Registration			

6. Once you have finished entering your students, select "Final Registration" to complete the registration process.

Once the account is created, a pending request will be sent to CTC and will be approved by the end of the next school day. Upon approval, an activation security email will be sent to the email you entered to confirm it is you. Please follow that link in the email to officially gain access to your account.

Now you will be able to log in. To view attendance and grade information, click your student's ID number at the top of the page (hyperlinked) next to their name.