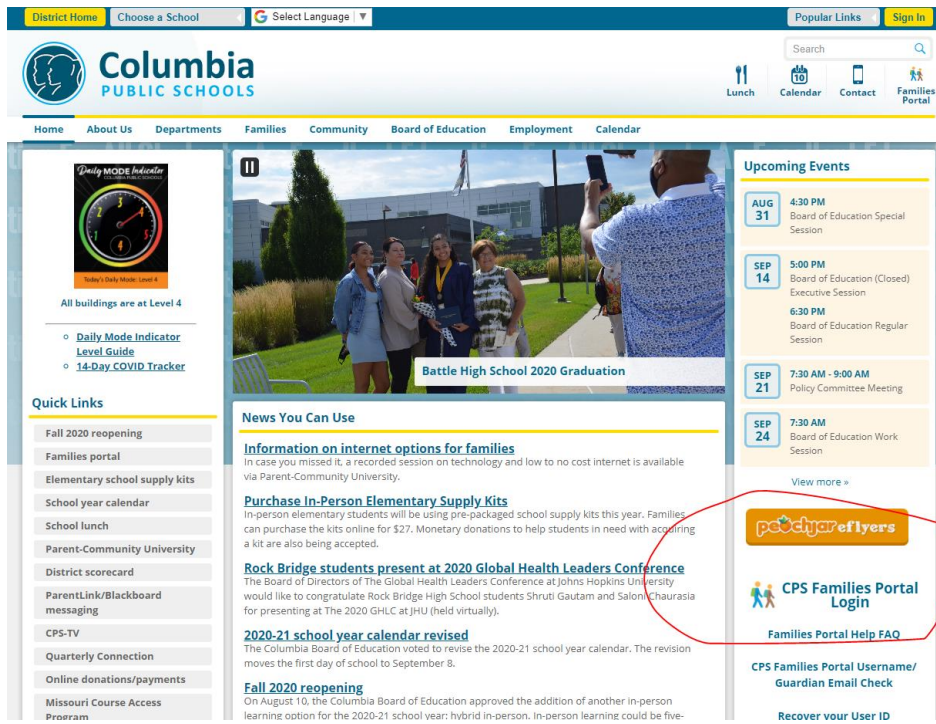
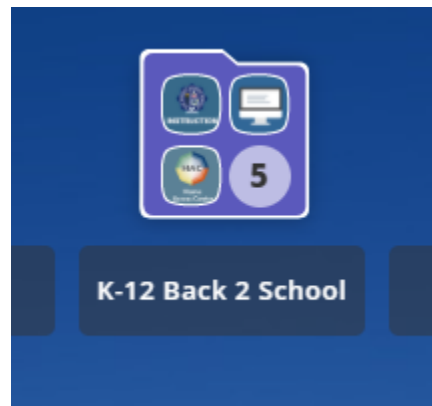


CPS Families Portal Directions

This year you will need to log onto the CPS Families Portal to complete your required back to school documents. You will log in using your Guardian ID and Password. Contact Shawna at 573-214-3290 if you need help with your Guardian ID.



Once logged in, you will click on the purple "K-12 Back 2 School" folder.



Click on that folder and you will see:

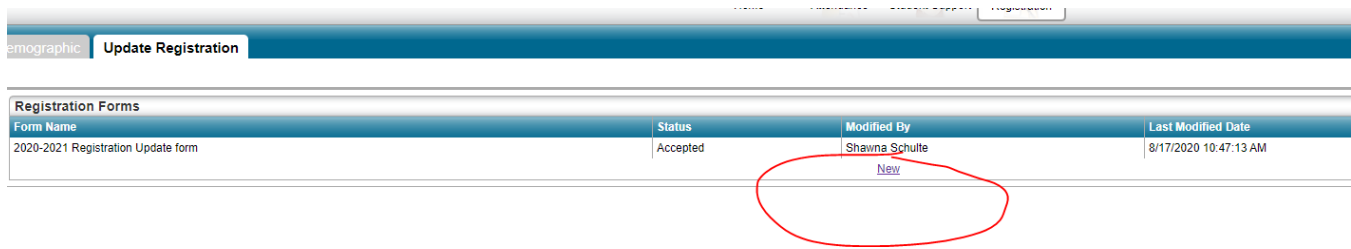


- 1) There are detailed instructions under #1 if you have any questions.
- 2) Fill out the acknowledgements for all your students.
- 3) Update Registration – Click on this folder.

Once this folder opens, click on “Update Registration”



Then you will click on the blue “New” under last year’s registration update.



Once you complete this form, hit “Submit” at the bottom. There are MANY tiny red asterisks on this form – these all must have answers to submit. It is recommended to do this form on a computer and NOT a cell phone, as it is hard to see all the asterisks.

If you have more than one student, you will see the first child in the upper right-hand corner with a white arrow to the right of their name. Click on that arrow and it will show your other children’s names. You will go to each of their names to fill out the “Update Registration” form for each of them.

