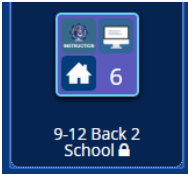


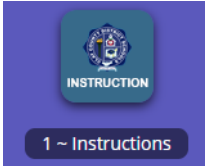
1. Go to <http://www.cpsk12.org>
2. Select Families Portal on the upper, right-hand side of the webpage.



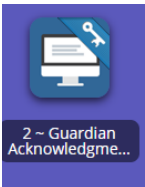
3. Login using your portal login ID number as the user name and your email as the password.
4. Select the ICON 9-12 Back to School.



5. Read the Instructions in step 1.



6. Step 2: Guardian Acknowledgements



- a. Complete the Annual Survey
- b. Scroll down to see your students ID and name. Click on each box to acknowledge for each.

Guardian Handbook Acknowledgment	Guardian Device Acknowledgment	Free & Reduced Meal Plan Acknowledgment	Debt Collection Procedure Acknowledgment	Local Field Trip Permission	School Transport Conduct Acknowledgment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Step 3: Home Access Center

- a. Click on update registration and complete form – Save each section as you move forward by clicking on the next section.



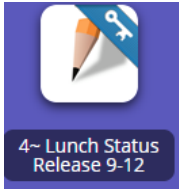
- b. Under additional information enter your initials and date.

c. Click on "I agree" on the bottom of the last section and click the submit button.

I Agree

To submit please select 'I Agree'

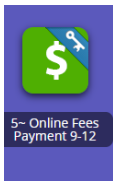
\*8. Step 4: Lunch Status Release



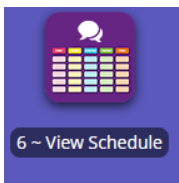
If your student is on Free/Reduced lunch and you would like to be connected to other opportunities click on the Lunch Program Status Consent to Disclosure Acknowledgment.

Lunch Program Status Consent to Disclosure Acknowledgment
<input type="checkbox"/>

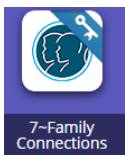
\*9. Step 5: Online Fees Payment – Make any purchases needed for back to school such as parking passes, activity passes and/or yearbook if applicable.



\*10. Step 6: View Schedule – Schedules will be available August 9<sup>th</sup> here.



\*11. Step 7: Family Connections – Complete the survey for volunteer opportunities.



\*Note: Steps 4, 5 and 7 are optional.