

To Create an MMS Parent Account:

1. On the **Our Lady of the Angels** website under **Resources** click **MMS Parent Portal**.
2. When the MMS Parent Portal Login click **“Create Account.”**



Click here – Create Account

3. In the Create Account window, enter the information as below:

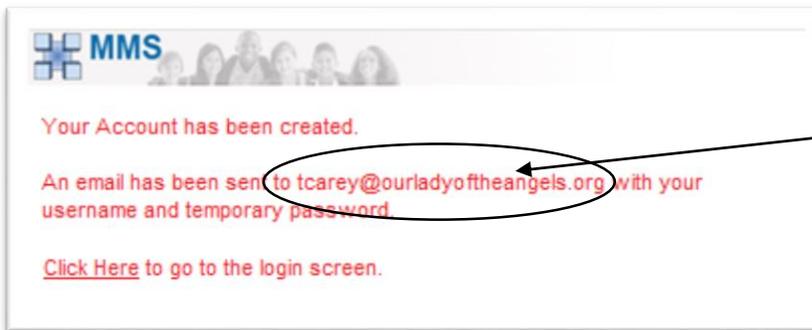
1. Enter the parent First and Last Name exactly as it appeared in your letter.

2. Enter a user Login Name – select any user name that you will remember.

3. Enter your student’s ID number from the letter you received. If you have more than one student, you’ll be able to add others later in the process.

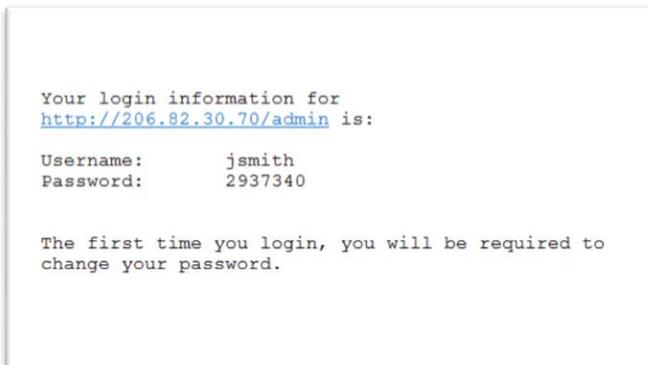
4. Click Create Account

- The following screen will appear. A temporary password will be sent to the email we have on file for you. The email address will appear on this screen.



The email account the password was sent to displays here.

- Check your email account for the message below with your temporary password.

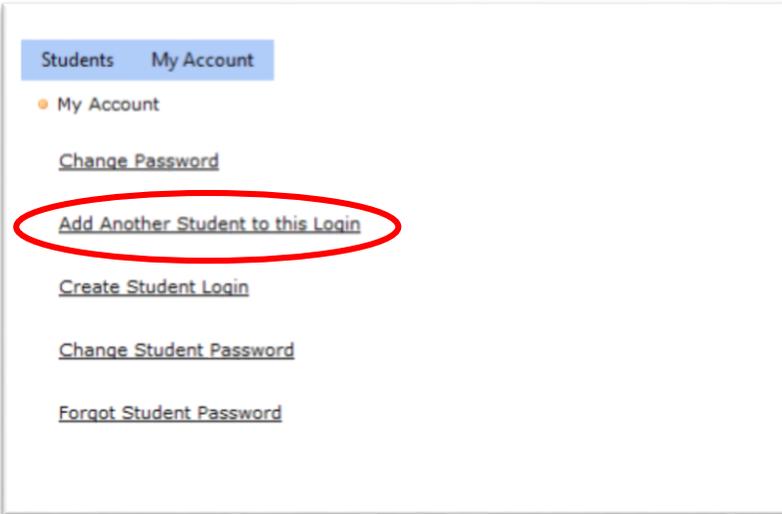


- Once you have retrieved the email with your numeric password, return to the MMS Parent Portal Login (select **Click Here** to go to the login screen from step 4 above). Enter the **username** you created in step 3 and the **password** you received in your email, and select **Login**.

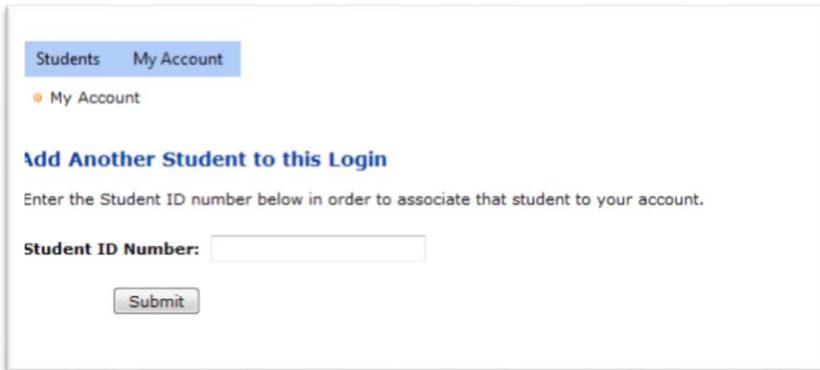


To add other students to your account:

1. Click My Account and choose “Add Another Student to this Login.”



2. Enter the student’s ID from the letter you received.



3. You will receive confirmation that the student’s information has been added to your account. Continue with this process until all students have been added to your login account.