

# Mojave Unified School District Parent Portal

## Creating a New Parent Account

Mojave Unified School District is rolling out a new system to help provide you with information regarding your student's progress and status in a more readily accessible fashion. MUSD Parent Portal will allow you to view your student's information online. Through our secure server (Parent Portal) you will be able to view your student's demographic data, assignments, grades/report cards, unofficial transcripts, test scores, attendance information, class schedule, and emergency contact information.

To create an MUSD Parent Portal account, you will need three pieces of information;

- ✓ Students Permanent Identification Number
- ✓ Home Phone number listed in our records
- ✓ Student Verification Code

This information can be obtained from your student's school office. (To obtain information, a valid Photo ID and email address will be required, along with all forms from the MUSD Parent Portal Information Page.)

The MUSD Parent Portal Information Page can be accessed by following the instructions below;

On an internet enabled computer, open your Internet browser

Enter the following URL: [www.mojave.k12.ca.us](http://www.mojave.k12.ca.us)

Click on the "Parent Information" Link near the top of the screen

Click the "Parent Portal" link on the left side of the screen

OR:

Enter the following URL: <http://www.mojave.k12.ca.us/parentportal.html>

Here you can find information about the MUSD Parent Portal, our Acceptable Use Policy Form, New Account Creation Directions, FAQs, and any site maintenance information or pertinent messages relating to the MUSD Parent Portal.

After having read, filled out, and agreed to the required documents, take them to your child's school of attendance to request the information that you will need to create your Parent Portal account. Now you are ready to create your account.

Once on the MUSD Parent Portal Information Page, there is a button labeled "I Accept the Parent Portal AUP". This will open a new window and allow you to start your Parent Portal account setup. (See New Account Directions Below)

### To create a new MUSD Parent Portal account;

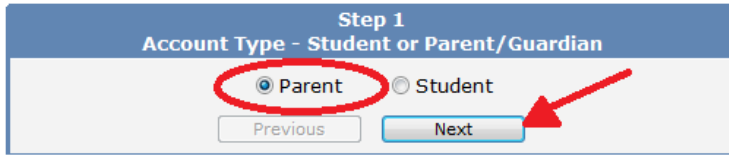
1. From the MUSD Parent Portal Information Page ([www.mojave.k12.ca.us/parentportal.html](http://www.mojave.k12.ca.us/parentportal.html)) click on the button labeled

Accept the Parent Portal AUP and LOGIN

2. Left Click on "Create New Account" (located under the Login Button)



3. On the Account Type Window, choose "Parent" and click "Next"



Step 1  
Account Type - Student or Parent/Guardian

Parent  Student

Previous Next

4. Enter the email address and password of your choosing;



Step 2  
Account Information

Please Enter The Following Information About Yourself

Email Address: \*\*\*\*\*@\*\*\*\*\*.com

Verify Email Address: \*\*\*\*\*@\*\*\*\*\*.com

Password: ●●●●●●

ReType Password: ●●●●●●

A verification email will be sent to your email address from:  
**parentportal@mojave.k12.ca.us**  
Before continuing, Please add this email address to your "contacts" or  
"safe senders" list to ensure you receive this email.

Previous Next

Your student's information will be accessible with this password. Please use the following guidelines to help protect this information;

- ✓ Do not give anyone your password or Verification Code (VPC)
- ✓ Do not write your password down. Do not put your password in a drawer near your computer. Do not write the password on a post-it note on your monitor.
- ✓ Close your browser when you are done accessing the system.
- ✓ Do not choose a password that is easily guessed by someone else such as a spouse's, child's, or pet's name, birth date, address, etc. Suggestions for passwords include combinations of letters and numbers or upper and lower case letters.

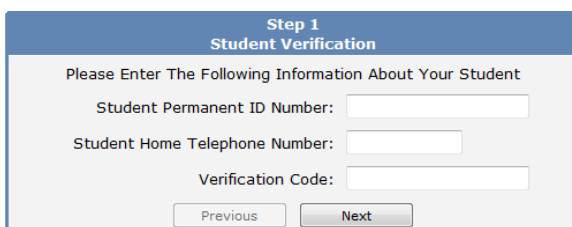
5. You will be sent a confirmation email from [parentportal@mojave.k12.ca.us](mailto:parentportal@mojave.k12.ca.us) that will allow you to continue the account creation process.

**IMPORTANT: YOU MUST OPEN, READ, AND FOLLOW THE INSTRUCTIONS IN THE CONFIRMATION EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT.**

5. Open your email program and open the confirmation email from [parentportal@mojave.k12.ca.us](mailto:parentportal@mojave.k12.ca.us) (Ensure it did not go into your Spam Folder).

6. Click the link in the email and follow all instructions to verify your email account.

7. Once your email has been verified, you can enter the following information (given to you by your students' school)



Step 1  
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number: \_\_\_\_\_

Student Home Telephone Number: \_\_\_\_\_

Verification Code: \_\_\_\_\_

Previous Next

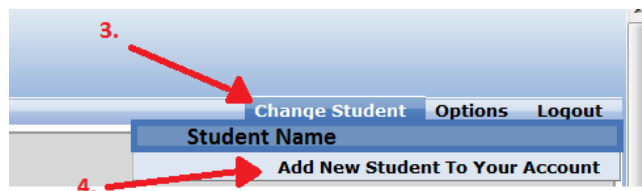
- ✓ Student Permanent ID Number
- ✓ Student Home Telephone Number
- ✓ Verification Code

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## Adding Additional Students to Parent Account

Once you have created an MUSD Parent Portal Account for one student, you can add your other students by following the process below. (You will need to follow the same procedures to obtain each students information from their respective schools)

1. Access the MUSD Parent Portal Information website (<http://www.mojave.k12.ca.us/parentportal.html>)
2. Click the "Accept the Parent Portal AUP and LOGIN" button to open the MUSD Parent Portal.
3. Login to the system with your existing MUSD Parent Portal account
4. Left Click on "Change Student" in the upper right hand corner of the Parent Portal screen



5. Select "Add New Student to your account"
6. Enter the information you received from your other student's school
  - ✓ Student Permanent ID Number
  - ✓ Student Home Telephone Number
  - ✓ Verification Code
7. Repeat steps 3 – 6 for any additional students.