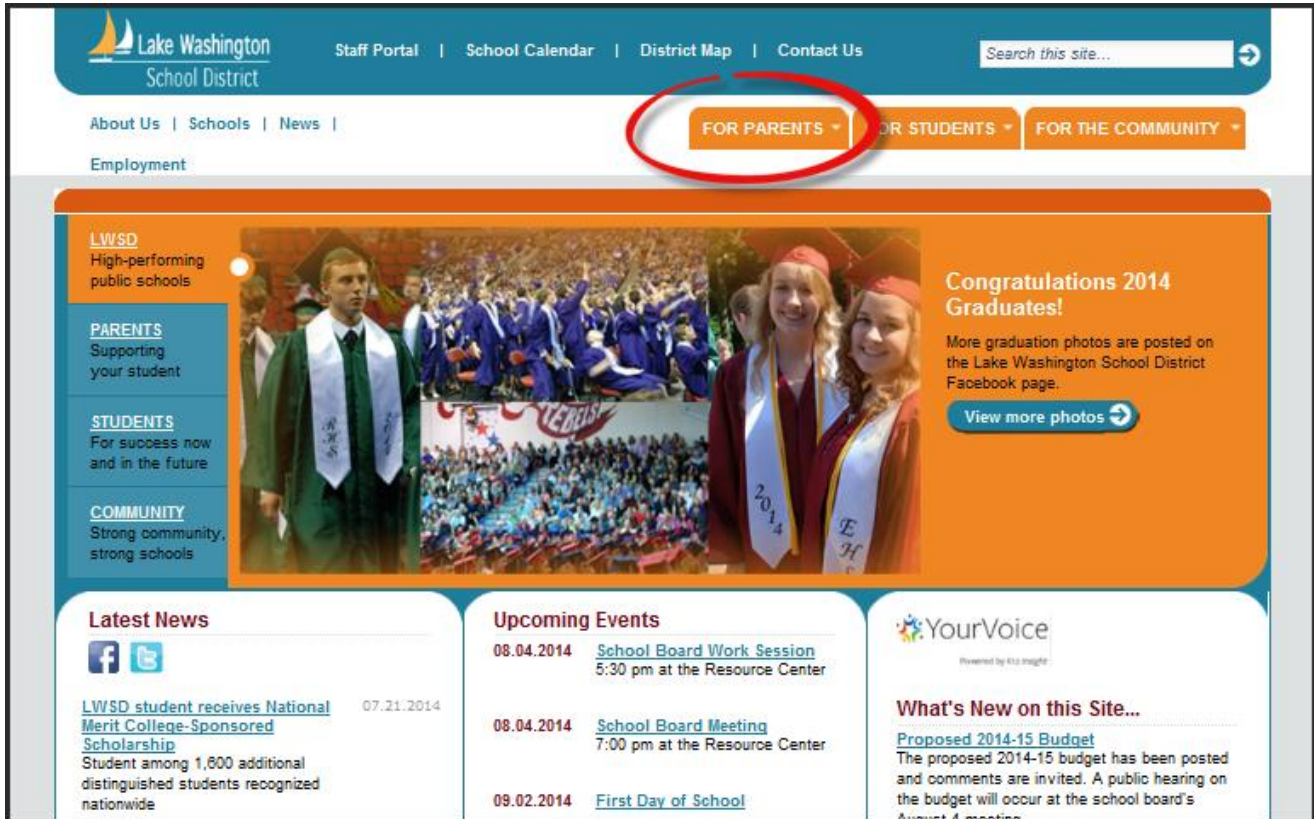


LWSD Parent Portal Registration Instructions

This document is designed to assist you in registering an account in the Parent Portal. This will allow you to check your student's information in Skyward, access Haiku classes created by your child's teachers, etc.

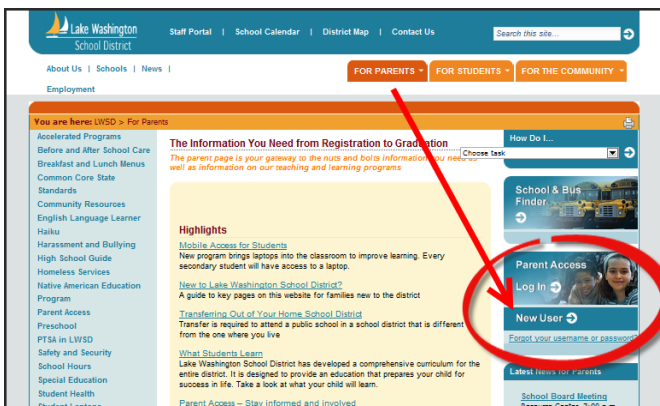
As a parent or guardian, you may activate your account by accurately entering your first and last name, along with the email address that the district already has on file on the [Parent Access registration page](#). If you do not have an email address on file, please go to the office of the school your child attends, and supply an email address. They will need to confirm your identity for your child's security and protection.

1. Point your Internet browser to the Lake Washington School District website, located at <http://www.lwsd.org>
2. Click on the **[For Parents]** tab.



3. Click the link titled **[New User]**.

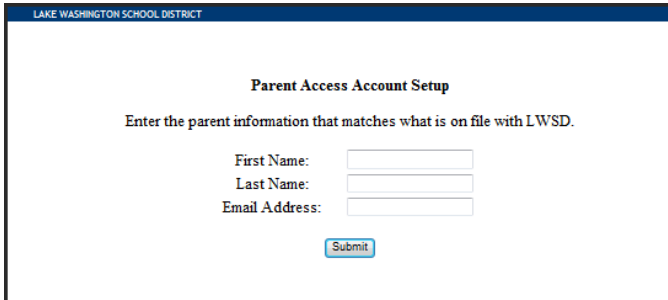
4. Click the link titled **[Register Now]**.



LWSD Parent Portal Registration Instructions

5. Enter your *first name, last name, and email address*.
6. Click the **[Submit]** button.
7. The information in **red** will give you further directions on the registration process.

Note: This information must match the records on file at your child's school. If you were not able to register, contact your child's school directly to check how your name or email must be entered.



LAKE WASHINGTON SCHOOL DISTRICT

Parent Access Account Setup

Enter the parent information that matches what is on file with LWSD.

First Name:

Last Name:

Email Address:



Parent Access Account Setup

Enter the parent information that matches what is on file with LWSD.

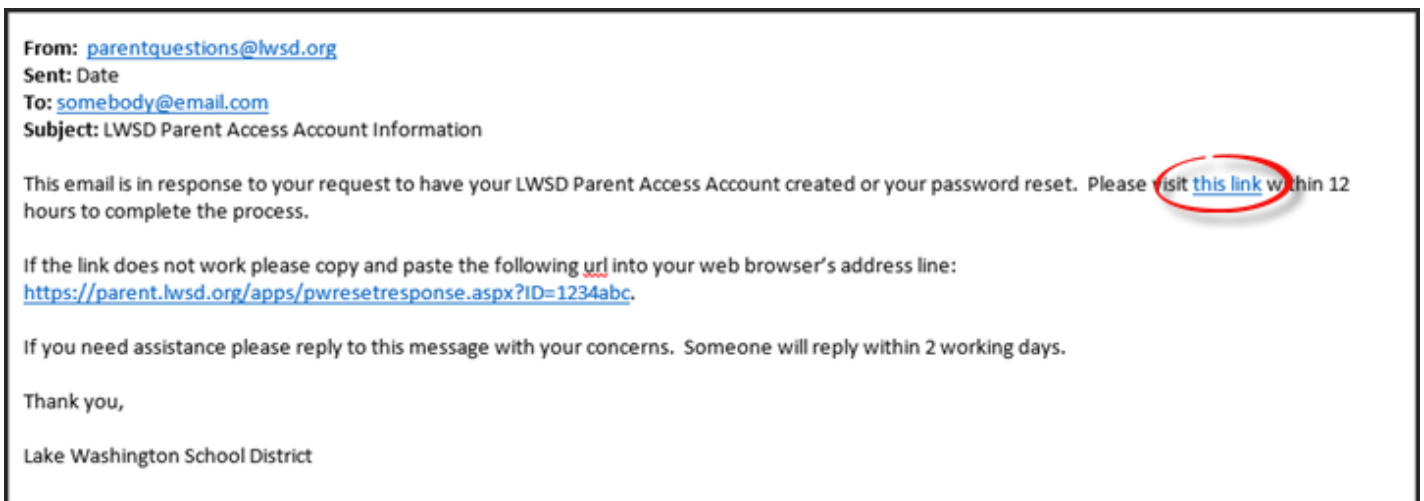
Your registration is nearly complete.
An email has been sent to the address entered below with further instructions.
You will have 12 hours to complete your registration.

First Name:

Last Name:

Email Address:

8. Check your email. You should receive an email from the **LWSD Parent Questions** account.



From: parentquestions@lwsd.org
Sent: Date
To: somebody@email.com
Subject: LWSD Parent Access Account Information

This email is in response to your request to have your LWSD Parent Access Account created or your password reset. Please visit [this link](#) within 12 hours to complete the process.

If the link does not work please copy and paste the following url into your web browser's address line:
<https://parent.lwsd.org/apps/pwresetresponse.aspx?ID=1234abc>.

If you need assistance please reply to this message with your concerns. Someone will reply within 2 working days.

Thank you,
Lake Washington School District

9. Open the email and click on the link to complete the registration process.
10. Once you successfully login to Parent Access, you can change your password by clicking on the Change Password link under the "All portal users" section on the right hand side.

Note: Check to make sure that popup blockers are disabled. Popup blockers must be turned off to use Parent Access.

If you have any problems registering for Parent Access, send an email to: ParentQuestions@lwsd.org.