

# PORTAL SIGN-UP INSTRUCTIONS

The portal is now available for student registration. Please register your student as soon as possible if you have not already done so as this needs to be done **before** our Scavenge for Schedules on August 21<sup>st</sup>! Here's how:

---

Go to [www.coppellisd.com](http://www.coppellisd.com)

Click on Portal at the top of the page and then Parent Portal.

Enter email address and password.

Click on **Student Registration** at the top of the page.

Click on **Existing CISD Student** and you should see a screen with your student's name. Click on **Register/Edit** next to the name, then **I understand**, and update as needed.

All items with a red asterisk must be completed.

Click **Next or Save**.

On some pages, like the Contacts page, click on Add to Listing and then Save. Complete each page and after the last page a message will be received that registration has been successful. If it was not successful, a message will tell you what page needs attention and that page may be accessed from the link at the top of the page. It's really very easy!

## **E-Groups:**

You will also need to update E-groups to include New Tech High @ Coppell. E-groups is located right next to the Student Registration link.

If you have any questions regarding the portal please call 214-496-5900 or email [twhittle@coppellisd.com](mailto:twhittle@coppellisd.com) for assistance.

**For more information on NTH@C PTSO, please visit our website at**

[www.nthcptso.org](http://www.nthcptso.org)