Welcome to the 2023-24 school year. This document will walk you through the creation of your Parent Portal account. You must complete this process using a web browser, prior to using the mobile application.

To access the Parent Portal please follow this link:

https://ps.lc-ps.misd.net/public/home.html

The following are the screen shots and the information required to access your child’s information the first time.

1. Click on forgot username or password.

2. Username is the email you provided you child’s school.

   Parent Email Address enter the same email as your Parent username.

3. You will receive an email with a link to setup your password. **It might be in your junk/spam folder if not in your inbox.**

4. Follow the link to create your password.

The password must be 8 characters in length.

REMINDER: Username is your email address.
Accessing Parent Portal

From the left menu you can navigate to your selection.

Note: Elementary parents will not see grades as they use standards-based grading.

In the upper right-hand corner just under your name is where you will access your child’s report card (grades 6-12 only), School Messenger and School Pay information by clicking on the

Accessing School Pay

The first time you access SchoolPay you will need to register your account that will connect you to your students PowerSchool information. The link is found in the upper right corner using the

Fill in all the fields and click continue. First time accessing School Pay ONLY

School Pay dashboard, choose item(s) you wish to pay.
Click on add to cart the item  
You can then check out, or add and continue shopping.

Once you have chosen all items click checkout.

Click on Billing, complete all fields, and click review order to process your payment.