**If your student(s) does NOT have an active Parent Portal:**

1. Email (no calls please) [phyliss@burkevilleisd.org](mailto:phyliss@burkevilleisd.org) from the email address you will be using for the Parent portal. You will receive a return email with an access code. Once you receive the code complete the following steps.
2. On Burkeville ISD site click Menu.
3. Click Student/Parent Resources
4. Click to set up a new account.
5. Once you have account access proceed to the online registration.

**If your student(s) already has Parent Portal access and** you have forgotten your login information email [phyliss@burkevilleisd.org](mailto:phyliss@burkevilleisd.org) (no phone calls please). We can provide ID and you will be able to reset password.

**Procedures for Online Registration:**

1. Login to Parent Portal
2. If a Pop Up Window appears close it. Don’t access the registration through the Pop Up window.
3. From the Summary page, choose the My Account tab.
4. Choose the blue View/Edit button.
5. The student’s name will appear to the left and Returning Student will appear under the name.
6. Click on Returning Students.
7. Click on the first tab in the list of forms and work through each form until the Finish button appears. Please be sure to submit

If at any time in the process after you have hit submit, the screen changes to one with student name at the top but the bottom is blank, click Close Window and it will return you to the correct page. After you have begun the process by the View/Edit blue button, you may utilize the Summary tab and it will take you back to the forms page.