Creating New Parent Accounts on TUSD Parent Information Portal

Email portalhelp@tustin.k12.ca.us for assistance

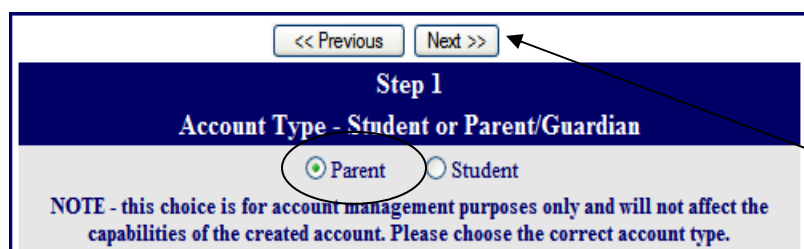Open your internet browser. Type in the URL address https://iportal.tustin.k12.ca.us

Click on CREATE NEW ACCOUNT located on the bottom.

In order to create an account, you must have received information from your student's school. This includes:

Permanent ID
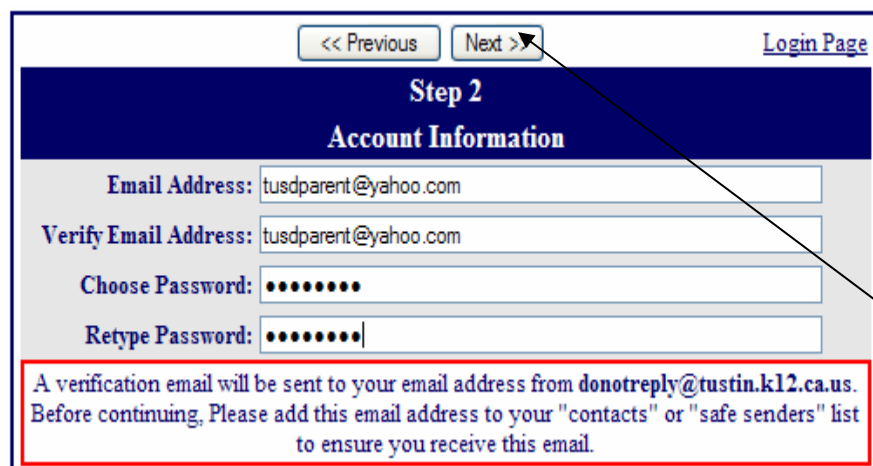Home telephone number on file
Verification Code

You cannot create an account without these items.

This information must be supplied by your child's school

Parents should click on the circle to the left of Parent. A green dot will appear next to the selected type.

Click on NEXT

Type in your email address in the Email Address box like the example.

Retype your email address in the Verify Email Address box.

Type in a password in the Choose Password box.

Retype the same password in the Retype Password box.

Click on NEXT>>

You will be able to change your password once your account has been created.

** All email addresses shown are examples only.

IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL FIRST IN ORDER TO CONTINUE CREATING YOUR ACCOUNT.

STOP!

DO NOT click on <<Previous or Next>> in step 3 yet. You must first open your email in a separate browser window. (See below) Once you have confirmed your email address you may continue.

Open your email program. Open the email from donotreply@tustin.k12.ca.us . You will receive a message similar to the example below. Please click on the Confirm Current Email Address link in the email message.

If the link does not work, please follow the remaining directions in the email. **DO NOT DO BOTH**. These remaining directions are **ONLY** used if the Confirm Current Email Address link does not work.
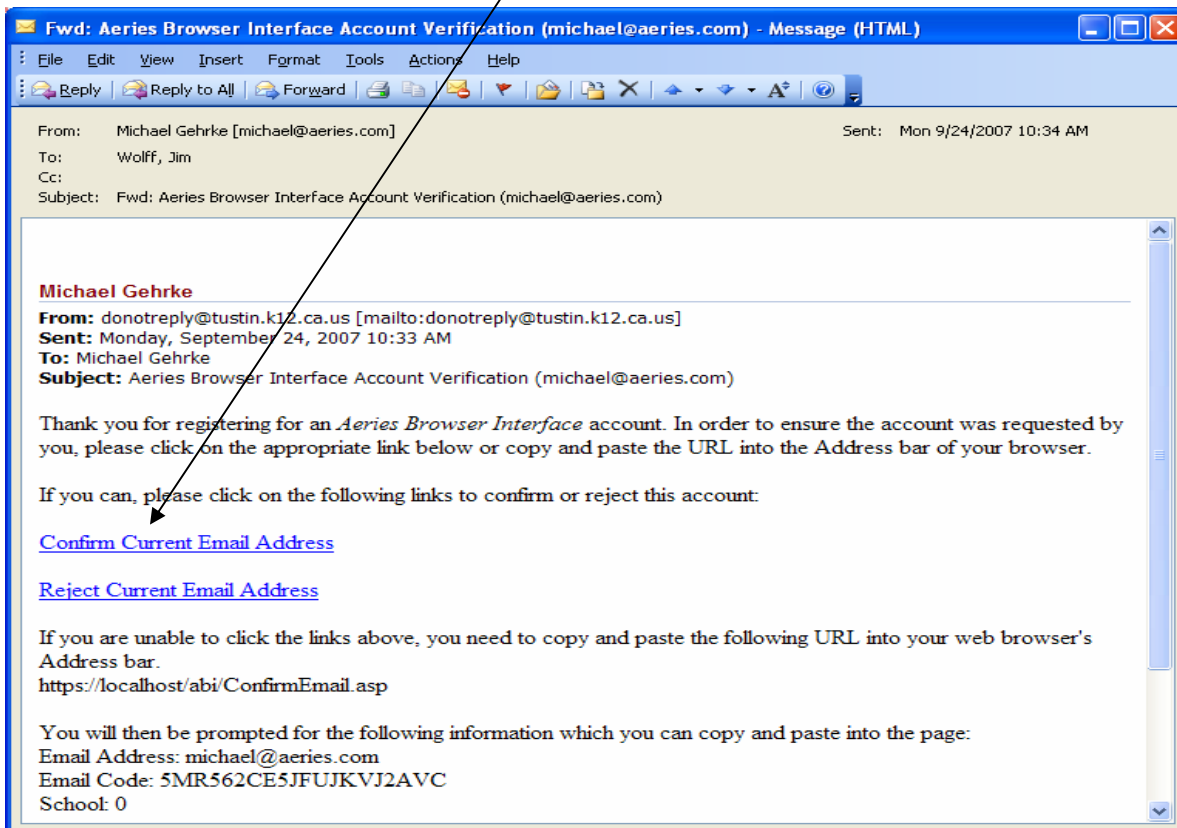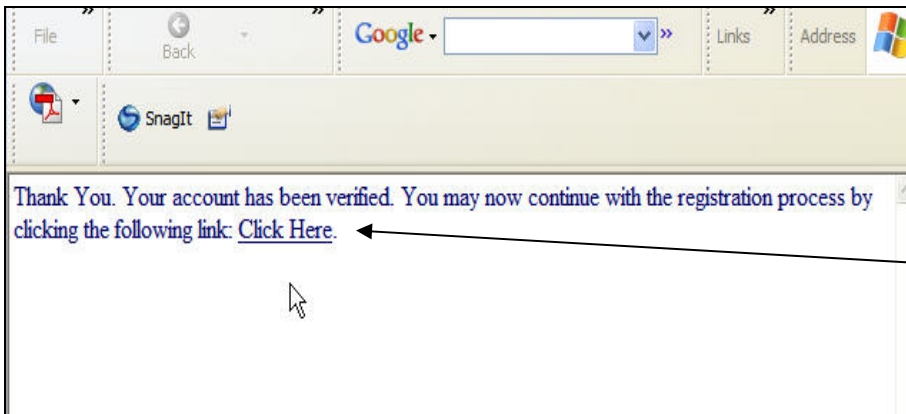
This window will appear once you have clicked on Confirm Email Address in the previous screen.

Click on the link Click Here.

Please use the information provided to you by your child's school or in a mailing.

Enter the Student Permanent ID number.
Enter the Student Home Telephone Number
Enter the Verification Code

* All numbers and codes are examples only.

Click on Next>>

Click on the circle next to your name.

*All names are fictional

Click on Next>>

You are ready to view your student's information!

Click on Click Here.

If you are having problems creating the account or attaching your student to the account, please email portalhelp@tustin.k12.ca.us for assistance.