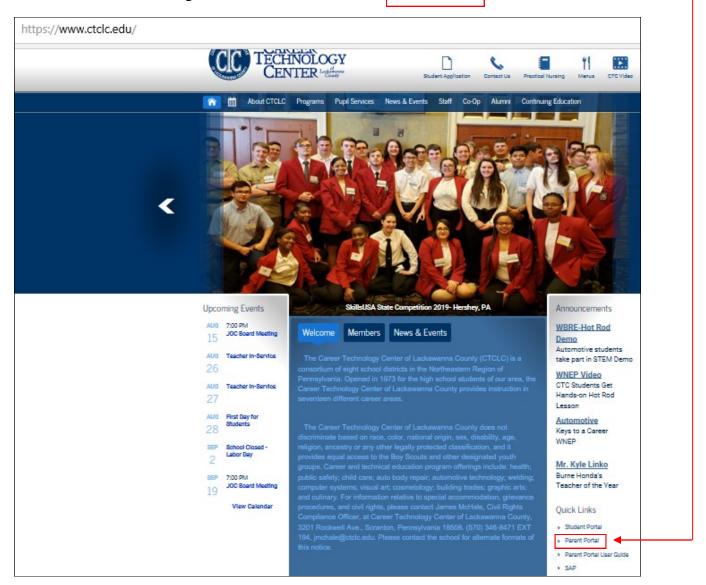
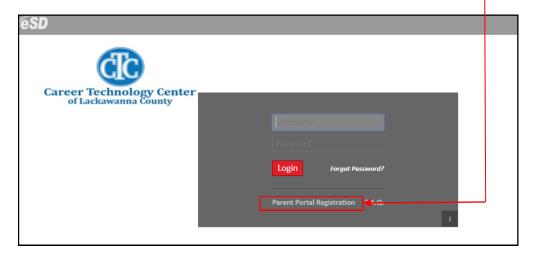
CTC Parent Portal Registration

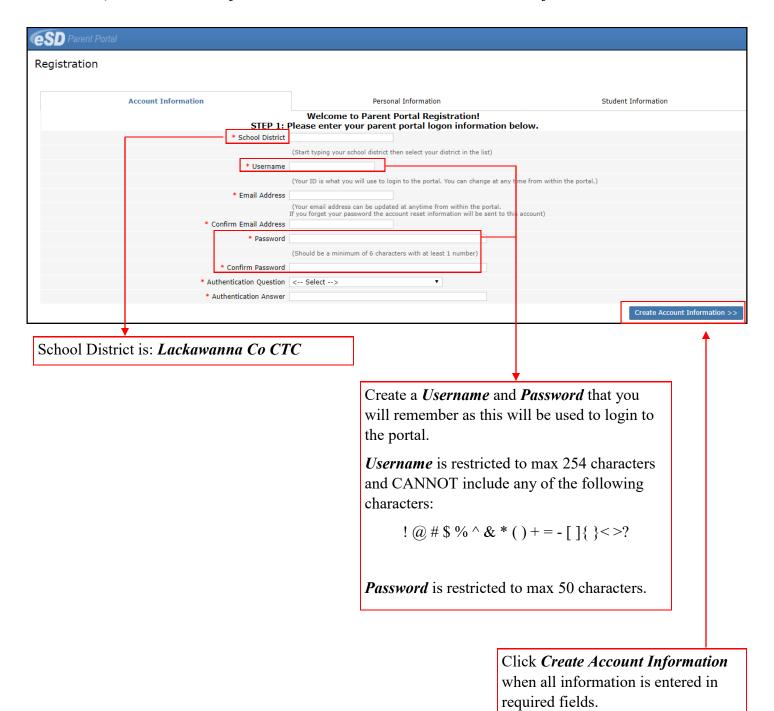
To register for an account to access CTC's Parent Portal, visit CTC's website (https://www.ctclc.edu/). Scroll down and on the bottom right hand of the screen, click on *Parent Portal*.



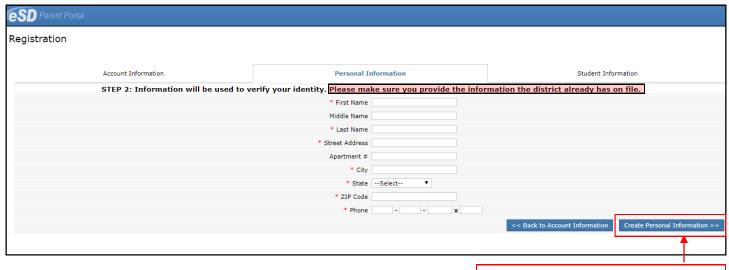
A *Parent Portal* login screen will open. If you already have an account, click *Login* to access the student's information. If you do not have an account, click on *Parent Portal Registration*.



A Parent Portal *Registration* page will open. Enter the required information (indicated by the red * before the field name) on the *Account Information* screen. Then click *Create Account Information*.

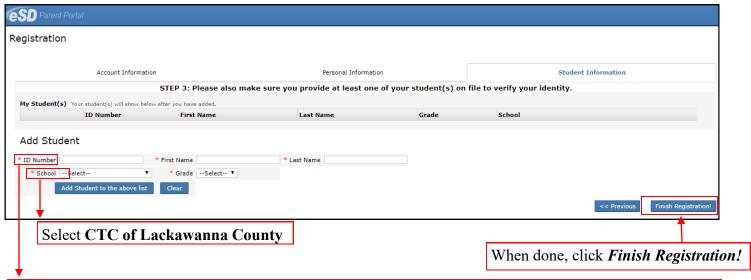


Enter the required information (indicated by the red * before the field name) on the *Personal Information* screen. Then click *Create Personal Information*.



Click *Create Personal Information* when all information is entered in required fields.

Enter the required information (indicated by the red * before the field name) on the *Student Information* screen. Then click *Add Student to the above list*. When the student's name appears in the top part of the page, click *Finish Registration!* (Note that only one student is required to verify your identity. If you have other students enrolled at CTC, they will automatically be listed in the portal when your account is approved.)



ID Number is the student's unique CTC ID. This is the same ID number used for her/his lunch as well as their CTC email. Ask your student what his/her CTC ID number is.

A confirmation message will display stating registration has been successful. Once approved, an email will be sent to the account you registered with.

