

# How to Create a ParentPortal Gradebook/Attendance Account

If you do not have a ParentPortal account please follow the steps below to create one.

Access the ParentPortal page through the Lytle ISD website (located under Parent Tab)

Click on Create an Account in the Login box on the left hand side

Create a user name and password.  
User name must be at least 6 characters and cannot be in use by anyone else in the district.  
Password must be at least 8 characters long and must contain at least three of the following: uppercase, lowercase, numeric, and special characters.

Enter your email address. Do not enter an address that is already in use. For example if you have a student who created their own account do not use the same email they used.  
Enter your ten-digit phone number. This also cannot be a number that is already in use. Click next.

Select a security question and answer. The answer will be case sensitive so always enter it exactly as it appears. Click next.

You will see a message letting you know that your Ascender Parent Portal Account has been created. Click Finish. You will receive a notification message containing a verification link.