These directions can be used only after you have a student's Access Key information. Access Key information is available to be picked up by you at a student's school and is only available in person. Access Key information will not be provided over the phone.

Directions for Creating Account in Parent Portal

1. Open an internet browser on your computer (Firefox, Safari, and Internet Explorer are recommended).
2. Direct your browser to https://sis.k12albemarle.org/public (your school will probably provide a link to Parent Portal from their website).
3. Click the Create Account button.
4. Enter all of the requested information.
   a. The top portion is your information.
   b. The bottom portion is information about the student.***
   c. You may enter more than one student's Access Key info at the bottom.

*** Note – your student's name, Access ID, and Access Password must be entered exactly as shown on your Access Key letter (both ID and password are case-sensitive).

5. You are now logged in to the portal and can view your student's information.
6. Remember to log off when you are finished to ensure security.
7. On subsequent portal logins, you will use the username and password that you created, and you will not need the Access Keys (ID or password) again unless you set up a different account.