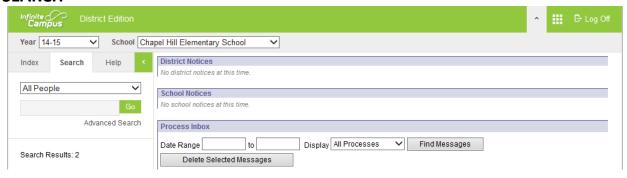
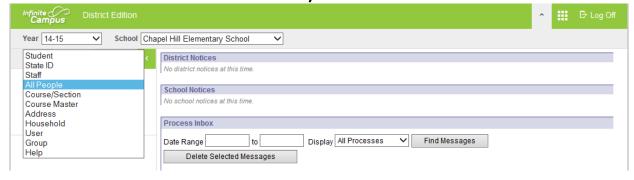
## **IC- Office Help- Activation Key for Parent Portal**

## **CLICK SEARCH**

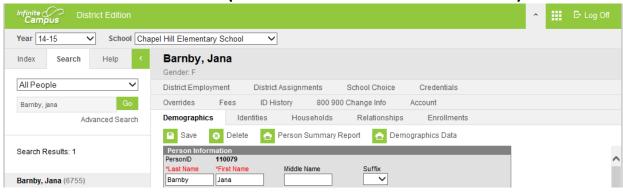


CHOOSE ALL PEOPLE IN THE DROP-DOWN (EMAIL ME IF YOU DON'T HAVE THIS OPTION)



ENTER PARENT'S NAME (LAST, FIRST) CLICK ON PARENT'S NAME GO TO THE DEMOGRAPHIC TAB

**CLICK PERSON SUMMARY REPORT (MAKE SURE POP-UP BLOCKER IS OFF)** 



## Person GUID = THE PARENT'S ACTIVATION CODE

