

How to Login to the Parent Portal

- 1) Access the following internet address: www.pacsweb.org, click on the **MMS** tab, select **Parents** from the drop down menu.
- 1) Note that the login box is entitled “*MMS Parent Portal Login.*”
- 2) If you have already established your account, enter your **User Name and Password** then click on **Login**.
- 3) If you are a first time user, click on **Click here to create your account** then follow the steps below:
 - a. Enter your **First and Last Name**.
 - b. Enter the **Login Name** you wish to use (for example, a combination of your first and last names JohnJones).
 - c. Enter your child’s **Student ID Number**. If you have more than one child, enter one to establish your account and you will be able to add the other students later under My Account.
 - d. Click the **Create Account** button.
 - e. The web site will display a message telling you that your account has been created and that an email has been sent to you with your user name and *temporary* password. An email will be sent to the email address you provided to the school.
 - f. To return to the login screen, click on “**Click here**”
 - g. Minimize the login screen and go to your email account. There should be an email titled “*Parental Access for http://67.62.180.141/mmsgb*” which is the internet address for the PACS website. Open your email to retrieve your user name and temporary password.
 - h. Return to the parent login screen. Enter your user name and password and click on **Login**.
 - i. The first time you login with your temporary password, you must change the password.
 - j. Enter your Old Password which is the temporary password provided in your email.
 - k. Enter your New Password (up to 12 alpha/numeric characters).
 - l. Enter your New Password again to confirm it.
 - m. Click on **Change Password**. Should you forget your password at a later date, please follow the same procedure after clicking on **Click here if you forgot your password**.
- 4) You will now have access to the MMS Parent Portal. Once your login is validated, the complete online Help System is available to you. To access that help, simply click on the question mark “?” button that appears within the heading of this web page.