SchoolMax Family Portal and Family Portal Mobile App for Parents and Guardians

For detailed information navigate to SchoolMax Family Portal for Parents and Guardians Guide, which is available from the PGCPS homepage under the Parents pull down menu, select SchoolMax Family Portal link then scroll down to the guide links below.
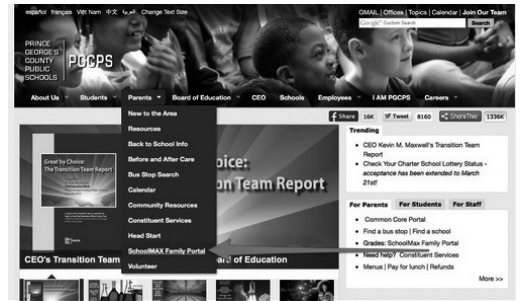
WHAT IS SCHOOLMAX FAMILY PORTAL?

SchoolMAX Family Portal is an application that allows parents to view students' attendance and grades as the information is added in real time. For example, when a student's attendance is marked for that day, the parent or guardian can immediately login and see it.

WHY PARENTS AND GUARDIANS NEED TO REGISTER

Prince George's County Public Schools is instituting a new way for parents to register for the Family Portal that gives more autonomy to the parent, allowing them to reset their own password through an email account. In addition to using this email to log in to Family Portal, PGCPS may use it to contact you about important announcements such as school closures.
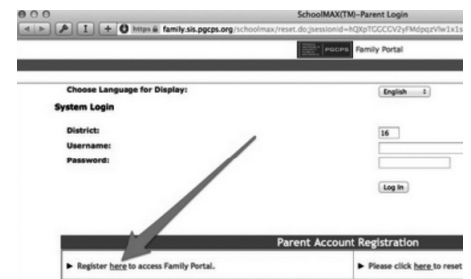
HOW TO REGISTER

- First you will need the following:
- An email address where you can check messages
  (School System employees cannot use their PGCPS email address)
- Your student's nine digit student ID number
- Your student's birthdate.
- The address (house number and Zip Code) for the student's primary residence

WHERE DO YOU GO TO REGISTER

Once you have all the above information go to the Prince George's County Public Schools homepage at http://www1.pgcps.org

- Hover your cursor over the **PARENT** Tab
- Click the **SCHOOLMAX FAMILY PORTAL** link
- Click the **Register HERE** link.
- Follow the onscreen prompts to put the requested information in the appropriate field

PLEASE NOTE: Once you have submitted you are **NOT DONE**. You will need to access your email account to complete the process.

WHAT TO DO ONCE YOU SUBMIT

You will see a confirmation message that your account has been successfully created.

1. Access the email account you used to setup your Family Portal Account and look for the subject "Your PGCPS SchoolMAX Family Portal Account has successfully been created".

2. Open the email and click on the enclosed **Set Challenge Question Answer and Activate Your Account** link.

WHAT IS THE FAMILY PORTAL MOBILE APP?

Prince George's County Public Schools allows parents to login to Family Portal from any web-enabled mobile device, such as an iPhone or Android device.

NOTE: Before you can use Family Portal Mobile App, you must register for Family Portal. See the Family Portal for Parents and Guardians user guide to learn more.
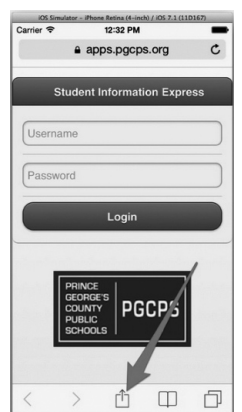
AFTER YOU REGISTER FOR A FAMILY PORTAL ACCOUNT

First you will need to do the following:

- Open the Browser on your Mobile Device
- Type in the address box https://apps.pgcps.org/sis/
- Once you open the above link add a bookmark to your home screen.

TO ADD THE LINK TO YOUR HOME SCREEN ON AN IOS DEVICE

- Touch the Share icon at the bottom of the screen.
- Touch the Add to Home Screen icon
- Touch Add in the upper right corner of the screen. You are taken back to the Home Screen.
- If the icon does not appear on the first screen, swipe to the second screen.
- To move the icon to the first screen, press and hold the icon until it wiggles.
- Press and drag the icon to the left edge of the screen and hold it until it switches to the first screen.
- Release the icon and it drops in place on the first screen.
- Press the Home button to stop icons from wiggling.

TO ADD THE LINK TO YOUR HOME SCREEN ON AN ANDROID DEVICE

- Touch the star icon next to the address.
- On the Add to line, touch Bookmarks.
- Touch Home screen.
- Touch OK.
- Press the Home button.
- The bookmark now appears on your home screen.

If you need assistance please contact your local school for more information