

Family Portal Updates

Family Portal has been upgraded and now parents have the ability to create accounts, reset passwords, and view Family Portal on a mobile device. If you registered your account prior to April 18, 2014 your account was deleted as of July 2014. In July all accounts within the old system (set up with the Access Key Codes) were deleted. Now is a great time to create a new account.

To Create a New Account

1. Go to www.pgcps.org
2. Hover your mouse over the parent tab
3. Click on School Max Family Portal
4. In the center of the page you will see Parent Account Registration. Click *Register here to access Family Portal*.
5. You will need the following information to set up an account:
6. Student Identification Number- This can be found on progress reports and report cards
7. Student date of birth
8. Numerical house/building number (not apartment number)
9. Zip code
10. A valid personal email address- The system does not currently ask you to validate your email address. Make sure you double check the email address before you hit validate.
11. Go to your email and click the link
12. Create three challenge questions- Be sure to write them down. If you forget your password you will need these answers to reset your password.

How to reset your password

1. Go to www.pgcps.org
2. Hover your mouse over the parent tab
3. Click on School Max Family Portal
4. In the center of the page you will see Parent Account Registration. Click Please check here to reset password

Need help?

1. Go to www.pgcps.org
2. Hover your mouse over the parent tab
3. Click on School Max Family Portal
4. At the bottom of the screen you will see Quick Links- Click *Video Tutorials and User Guides for Parents and Guardians*