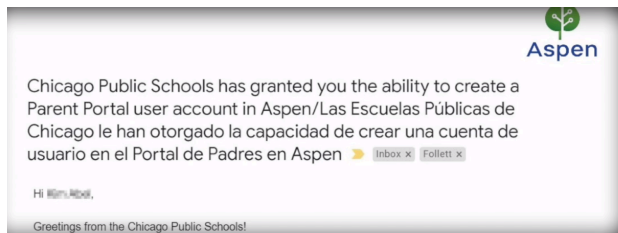# ACCOUNT ACCESS
For Parent Portal and Student Email

HOW TO GAIN ACCESS TO PARENT PORTAL

1. Upon registering at Peterson, parents will receive an email from *aspen-do-not-reply@cps.edu*, usually within one week, that invites them to join the parent portal:

2. Follow the prompts in the email to register your account.

For additional support, please visit the Parent Portal information page from CPS here: https://www.cps.edu/services-and-supports/parent-and-student-portal/parent-portal/

Check your Spam folder for an email from aspen-do-not-reply@cps.edu

If you did not receive a parent portal email from Peterson, you can put in a request for this email here: https://forms.gle/dLe8dBM88woTg5hu5

SETTING UP A NEW STUDENT'S CPS E-MAIL

If you are setting up your student email on a Chromebook, you must first sign in under the Guest account to go through these steps.

1. Go to google.cps.edu

2. Click "New user? Set up your account"

3. Answer the following questions:

Claim Code = Student ID #

4. Set your new password:

5. You will then have to answer security questions which are used to help protect your account and reset your password in the future.

6. Go to google.cps.edu and sign into your email to verify it works. You will now be able to sign into your Chromebook.

If you do not have a Student ID #, please contact your child's homeroom teacher for that information. You will be able to see your child's homeroom teacher on Parent Portal.