How to Create a Parent’s Username and Password on the SIS System

1. Open a browser of choice and go to our Districts Website (http://www.wasatch.edu)
2. Click the SIS button (A+) towards the top of the page.

3. In the SIS window, click on request a username link

4. The following window will appear. Enter one of your students ID numbers, as well as their date of birth in the dialog box. The Student ID is also known as their “lunch number”, for the lower grades. Click “Lookup Student”
5. Verify the information given in the dialog box and then create a username of your choosing.

![Image of the dialog box](image)

**Student Name and Birthday will be displayed.**

**Check the box certifying this is your student.**

**Other accounts that are already following this particular student.**

6. A dialog box will next appear advising that the account has been created. Click the “Return to Login” button. Enter your username and password credentials. This will log you in the system and all of your students will be visible. Click each student to monitor their attendance and grades.

![Image of the Account Created dialog box](image)

**Parent Name. Check the radio button next to your name.**

**Create a username and Password for you to use to login to the SIS system.**

**Click the “Create Account” button.**