PARENT REGISTRATION

**Step 1:** Launch an internet browser.
- Enter this URL address:  [https://my.cherrycreekschools.org](https://my.cherrycreekschools.org)
- It is **strongly recommended** that you use Internet Explorer 9 or later.

**Step 2:** Click HERE to begin the registration process.

**Step 3:** Click HERE to enter the Portal.

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CCSD Parent Portal Registration

The Parent Portal provides parents the ability to access common district resources online.

When registering, your information must match information that is contained in the district's admissions system. If the information does not match, you will be given an error messages noting the failure of the registration process.

If you think the information you are providing is correct, please contact the [Cherry Creek Admissions Department](#) to verify and/or correct our admissions information before you can successfully register in the portal.

Register in the Parent Portal
**Step 4:** Enter the first and last names of the parent whose email address is being used below. The name must match exactly with the name provided when the student was registered at the District Admissions Office.

**Step 5:** Enter the parent’s email address. This email address will serve as the Username when parents login to the system.

**Step 6:** Only one student’s ID number and date of birth is required. The Student ID can be found on the child’s report card. Other students within the same household will be linked to the parent account automatically.

**NOTE:** Click in the Birth Date box, then use the pop-up calendar widget to enter the date of birth for the student who was issued the Student ID above.

**Step 7:** Parent creates their own password. The password must contain at least one number. (Re-enter the password)

**Step 8:** Click on Create Account. An activation email will be sent to the email address entered above in Step 5. The parent must check their email and click the link provided within 3 hours of completing this step.
Step 9: This message will appear after clicking on Create Account. Exit this page and go to the email account entered in Step 5.

NOTE: A confirmation email message will appear in your inbox with this address.

Step 10: Click here to activate your account.
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