



# Parent Portal Instructions

**Step 1:** go to [www.swipek12.com](http://www.swipek12.com) and click on the “Parent Sign Up” link located in the upper right corner of the screen.



**Step 2:** Enter your sign-up information in the spaces provided, then click “next”.

**Step 3:** Enter **Manchester High School's** zip code which is **06040**, then click “Find School”. Select **Manchester** from the drop down menu.

**Step 4:** Enter the ID number of your student, then click the “Add Student” button. Your student’s name should appear. When finished click “Next”. *Your student’s ID number is on their ID card.*

**Step 5:** Decide how you would like to be contacted and individual criteria. *Caution: clicking the first box will send you an email every day.* Click “next” when you are finished, read and agree to the terms and conditions, then click the “Submit Registration” button. *Please allow 24-48 hours for your account to become active. The school must independently verify each account before access is enabled.*