Instructions for Parents to create a Parent Portal account.

**Step 1** – Navigate to the Coral Park Primary School website – [www.coralparkps.vic.edu.au](http://www.coralparkps.vic.edu.au) - click on the link “Parent Portal registration’ half way down the home page on the right hand side.

**Step 2** – Fill in your registration details

![Portal registration form](image)
Step 3 – Once submitted your account will be approved by the school, usually within 24 hours. To access your portal account click on the link located on the school website. The link is called ‘Student and Parent Portal’ and is next to the Registration link on the right hand side menu of the school website home page.

Step 4 – Once logged into your Portal account you are prompted to enter your unique family key that you have received in a letter from the school. If you haven’t received a letter please contact the school.

The key is only entered once and then step up is complete.