



PARENT PORTAL

Registration Guide



PARENT REGISTRATION

Step 1: Launch an internet browser.

- Enter this URL address: <https://my.cherrycreekschools.org>
- It is **strongly recommended** that you use Internet Explorer 9 or later.

mycherrycreek

Username or Email

Password

Log In

Forgot Password?

Create Parent Account

Step 2: Click HERE to begin the registration process.

mycherrycreek

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 3: Click HERE to enter the Portal.



4. Parent First Name
Jane

Parent Last Name
Doe

5. Email Address
jdoe@gmail.com
This will be your username

Verify Email Address
jdoe@gmail.com

6. Student ID Number
12345678
This is an 8-digit number

Student Birth Date
01/01/2001
MM/DD/YYYY

7. Create Password
8-character min; at least 1 number

Re-enter Password

8. All fields are required
Create Account

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.



myCherryCreek Parent Portal Registration

Thank you for submitting a request for an account.

Your account must be activated prior to use. An activation email has been sent to the email address that you provided.

Your account is not active until you click the activation link in the email!

If you fail to receive the activation email within 4 hours you will need to re-register. Be sure you check your Junk Mail or SPAM folder.

Step 9: This message will appear after clicking on Create Account. Exit this page and go to the email account entered in Step 5.

SAMPLE OF ACTIVATION EMAIL

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

ParentRegistration CCSD Parent Portal Account - Thank you for

CCSD Parent Portal Account Inbox x

ParentRegistration@cherrycreekschools.org 9:52 AM (5 minutes ago)

Thank you for requesting a parent portal account at Cherry Creek School District.

Your username is: [REDACTED]

Your account must be activated before you can use it. This link will expire in 3 hours. In the event that this link has expired, you will need to re-register for a parent portal account.

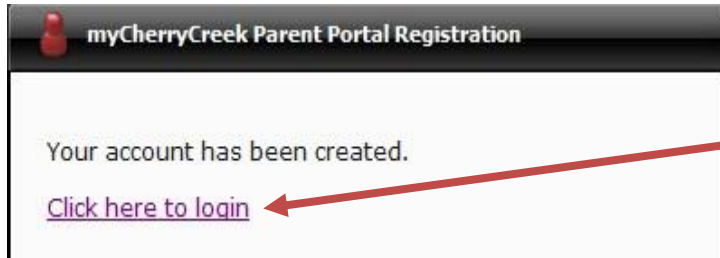
[Click Here to Activate Your Account](#)

If you are unable to click the link above, please copy and paste the following activation address into your browser:
<https://my.cherrycreekschools.org/ParentRegistration/activateAccount.jsp?rk=QX3806793455616978682270045SY>

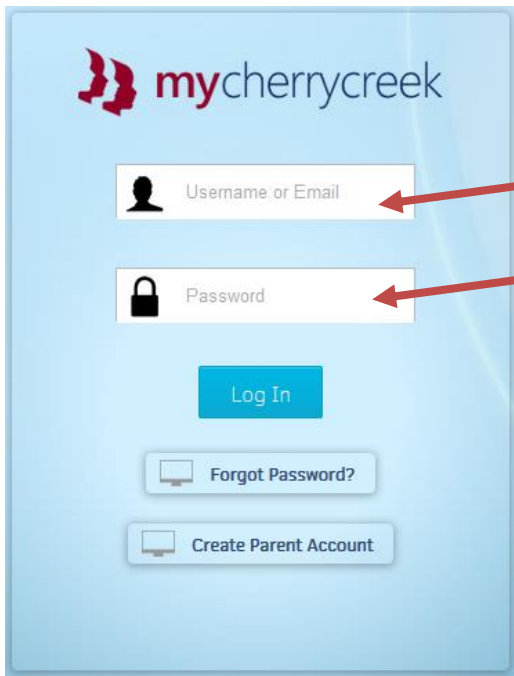
Step 10: Click here to activate your account.



LOGGING IN



Step 11: Click here to access the login page.



Your username is the email address you entered during the registration process. The password is the unique password you created during the registration process.



Welcome to the my.cherrycreek portal !!