

Parent Portal Instructions

- Visit www.avsdweb.org
- Scroll down and select “Parent Information”
- Then choose “Parent Portal”
- If you already have an account type in your email address and password to log in? - not sure of the meaning of this bullet
- If you need to create an account, choose “Parent Portal Registration” below the login and password boxes
- Create a parent portal account by filling out the username, email address, password boxes and click “Create Registration”
- Follow along through the information needed on yourself and your student(s)
- If you have more than one student, please add their information before submitting your application
- If you need your students ID number, please call the Acmetonia Elementary office at 724-274-6500, option 1
- Once logged in, complete the student information section in its entirety.
- **Important notes:**
 - The information you provide is what the school nurse and administration use as emergency contact information
 - The information you provide is used by our “Blackboard Connect - Automated Alert System/Dynamail” in the event of an emergency or change in regular school procedures such as a delay or cancellation of school
 - If there is a change in any of your information, immediately update the information in “Parent Portal” to maintain a current contact for your student(s)
 - Please fill in the Primary Guardian portion of this form as well as any other Emergency Contact information you wish for the school to have in case we cannot reach you. Such emergency contacts are those who have your permission to pick up your child if he/she becomes ill or there is a change to our school day.

- When you have completed all the information for your student, scroll to the very bottom of the page and click on the blue verify button. If there is incomplete information, the system will let you know and you must correct and re-verify until successful.
- Once you have verified your information, a new page will load with your student's ID number in blue.
- By clicking on the blue ID number, a new page with a calendar of student related District events as well as the following tabs along the top of the page:
 - Profile / Attendance / Schedule / Report Card / Buses / Gradebook / Progress Report
- If you need to change information for your student such as a parent contact number or an emergency contact, this is done under "Contact Verification" which is located under your student's name, grade and email address. Once finished updating your information, select verify at the bottom of the page for these changes to take place in our system.
- Finally, if you have any questions, please contact Allegheny Valley School District, Tina Kaczor at 724-274-8100.