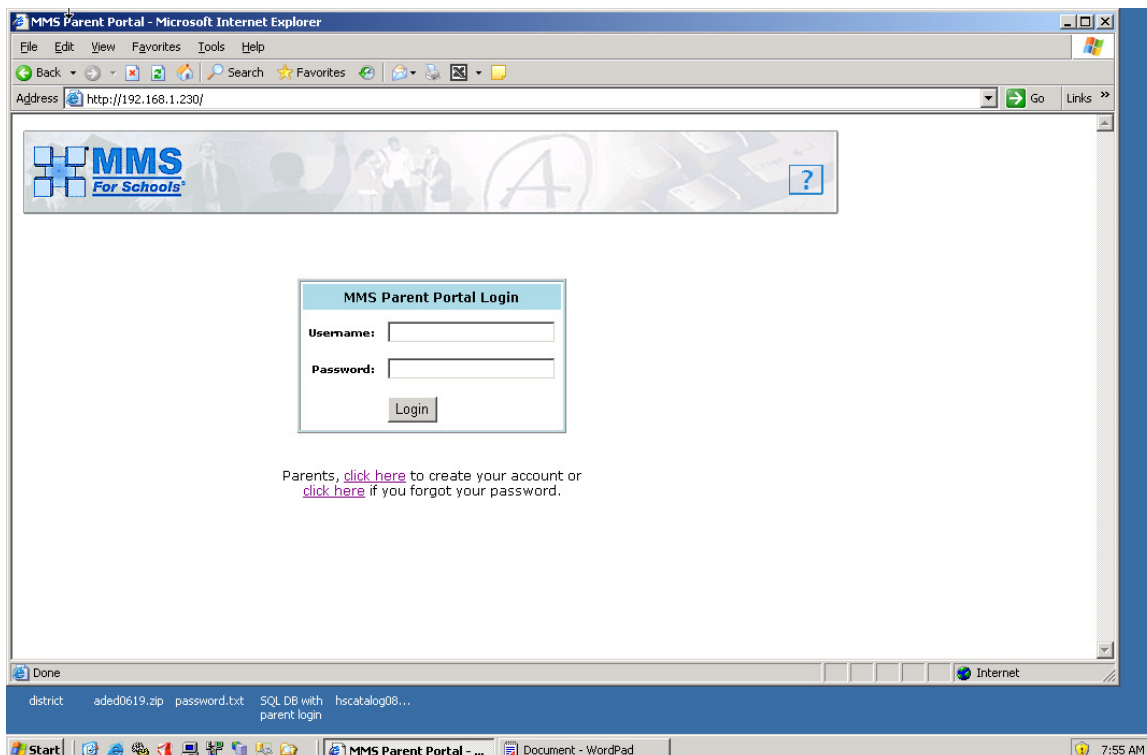


MMS Generations

PARENT PORTAL

The following instructions will assist you in establishing an account with our MMS Web Access Gradebook. This will be a secure account that will allow only those with the password that you will create to access information about your student(s). You will only have to follow this procedure one time and only for one student if you have multiple children in Grades 5 -12. Before an account can be created, your e-mail address must be entered in our Student Information System. Check with your child's school to verify if necessary.

1. From your web browser, type in the following URL:
 - a. <https://spnet.k12.nj.us/mmsgb/parent> **The https is important as this is a secure site**
 - b. You will see the MMS Parent Portal Login screen
 - i. Below the box you will see a note: "Parents click here to create an account" Click on the words click here



1. This will take you to the Create Account screen
 - a. Complete the form as follows using the information from your child's report card or schedule

Address http://192.168.1.230/createaccount.aspx Go Links >>

MMS For Schools

Create Account
 Complete the form below and click the "Create Account" button to add your account to the system.

Note: Please enter your First and Last Name exactly as it is on record with the school. All fields are required.

Parent First Name:

Parent Last Name:

Parent Login Name:

Please enter a Student ID number. If you have more than one student, enter only **ONE**. You will be able to add more students once your account is created.

Student ID Number:

Done Internet

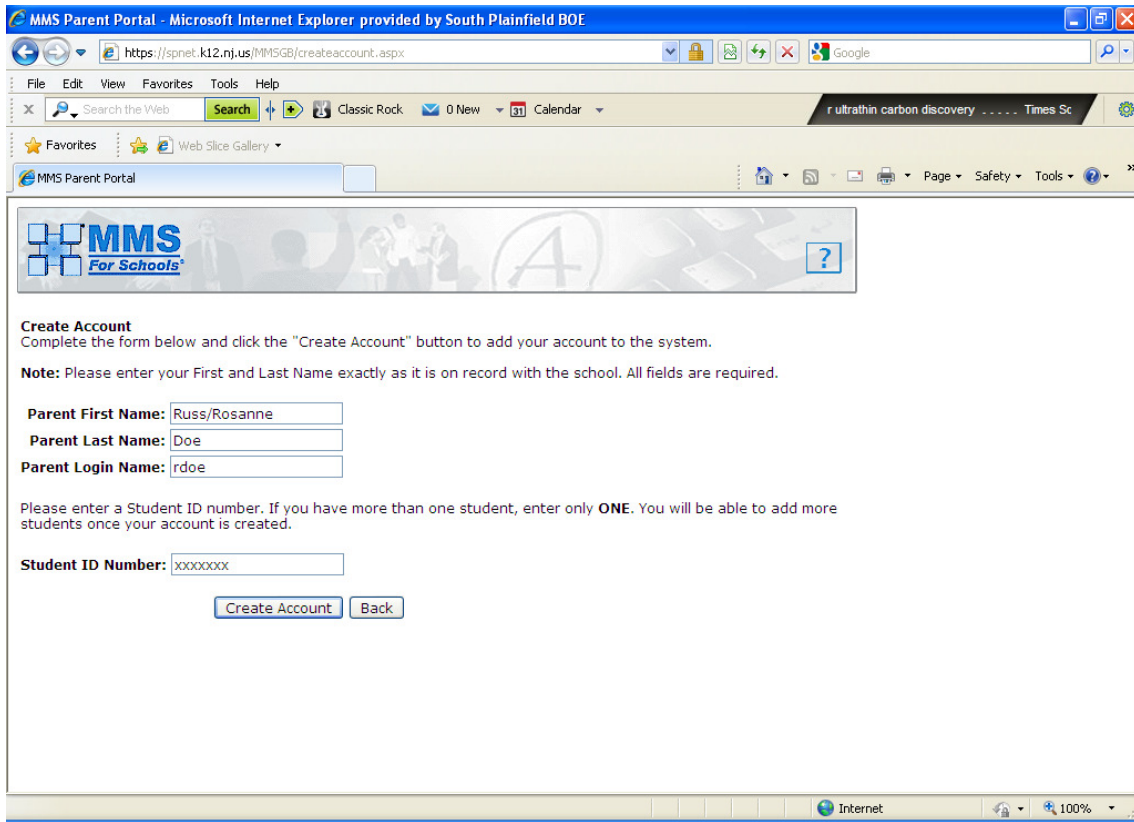
Parent First Name: << >> **** Very important that the first name is entered exactly as it appears on your student's report card even if it's incorrect***

(example: Russ/Rosanne)

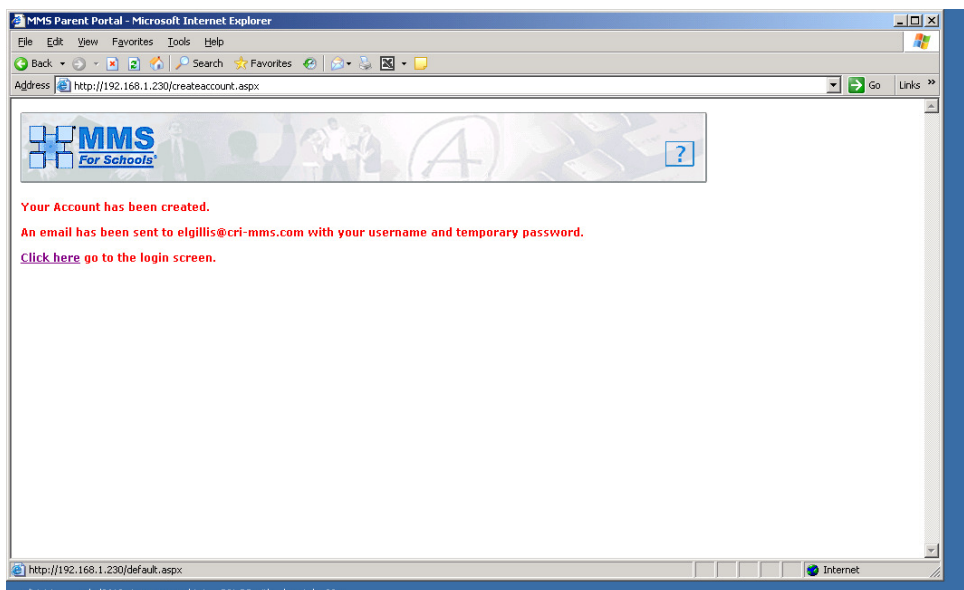
Parent Last Name: << >>
 Parent Login Name: *enter a name that you will use to access the Gradebook.*

Student ID Number << >> From the top, center portion of the Report Card or Schedule

*If you find any incorrect information please contact your child's school so it can be corrected.

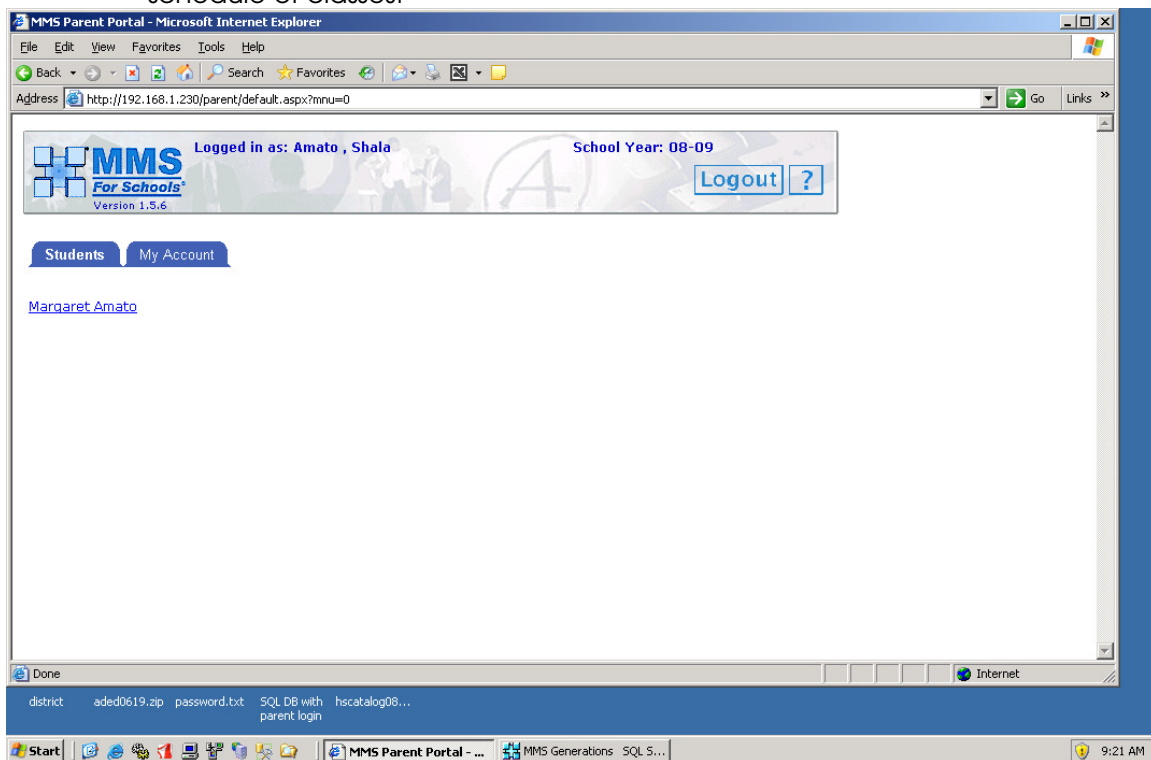


Once they enter the info and click CREATE ACCOUNT, they get this screen:



You will next see a screen that indicates that your account has been created and that an email has been sent with a **temporary password** to allow you to enter the Gradebook site

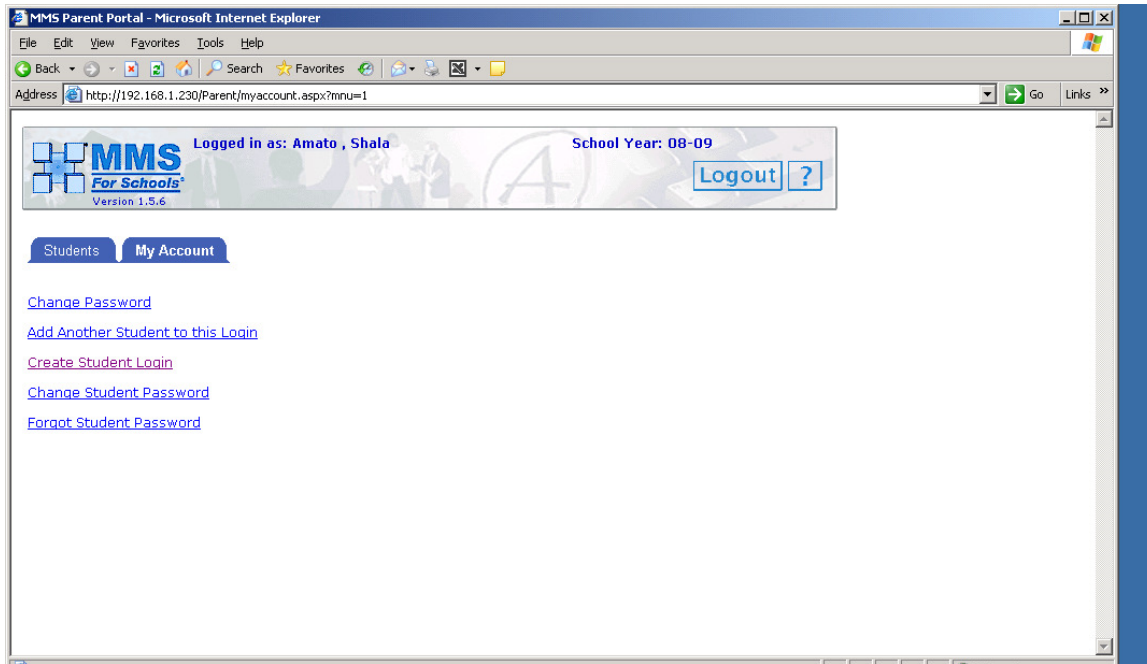
- a. **DO NOT** click “click here to go to the login screen” at this time
- b. Exit the Gradebook program and check your email for a message that indicates the Username that you created and a temporary password that was created by the system
2. Return to the Gradebook site <https://spnet.k12.nj.us/mmsgb/parent>
 - a. You will see the MMS Parent Portal Login box
 - i. Enter the Username that you created and the Password from the email
 - ii. Click Login
3. The next screen **you must** create a secure, unique password
 - a. Enter the old (temporary) password that you just used to login
 - b. Now enter a password that you create. This will be your unique password while you use the Gradebook Program
 - c. Reenter the new password to confirm
 - d. Click Change Password
4. The next screen is the one that you will see from now on when you login.
 - a. Click on your child’s name to begin to access the information from your child’s schedule of classes.



Now that your account is set up the following instructions are for adding additional children:

Click on My Account

These are the options they get when they click on My Account:



Click on Add Another Student to this Account to add another child to the account, they simply enter the child's MMS ID number.

