

Curwensville Area School District MMS Parent Portal Grade Book Instructions

The Parent Portal is a school-to-home communication portal enabling parents to check daily to see the grades given in each class, get the assignments due for that day, view any missing assignments, and keep up-to-date with all current announcements of events. The current term grade is computed based on all assignments as they are received. This enables parents to keep close track of progress and play a more active role in their child's education.

We advise you to use the Curwensville School web page at www.curwensville.org to access the site. The directions for setting up your account are as follows:

****Curwensville Area School must have your email on file. You will need this information to create your account.****

How to Create a Parent Login

Step-by-Step Instructions

1. To access the grade book, go to the Curwensville website at www.curwensville.org Click on the MMS Online Grades. Next click on the parent's button.
 2. If you have an established account, enter your User Name and Password and click on Login.
 3. If you are a first time user, click on [click here](#) to create your account and follow the steps below.
- Enter your First and Last Name exactly as it appears on record with the school.
 - Enter the Login Name you want to use such as a combination of your first and last name (e.g., JohnSmith).
 - Enter your student's Student ID Number. If you have more than one student, enter one and you will be able to add others later.
 - Click the Create Account button. (Login Name and Password are NOT case sensitive)
 - The grade book will display a message telling you that your account has been created and that an email has been sent to you with your user name and temporary password.
 - Click [here](#) to return to the log in screen.
 - Minimize the log in screen and go to your email account. There should be an email titled Parental Access for. Open it to retrieve your User Name and Temporary Password.
 - Return to the log in screen. Select Parent, enter your User Name and Password and click on Login.

- The first time you log in with your temporary password, you must change your password.
- Enter your Old Password.
- Enter your New Password (up to 12 alpha/numeric characters).
- Enter your New Password again to confirm it.
- Click on Change Password.
- You will now have access to the grade book Parent Portal.

****Login Name and Password are NOT case sensitive****

Forgotten Password for Parent

1. At the Parent Portal you can reset your password
2. You must enter the email address CASD has on file

How to Add an Additional Student

1. Login into the MMS Parent Portal via www.curwensville.org
2. Click on the My Account TAB
3. Choose ADD ANOTHER STUDENT to this login
4. Enter the Student ID Number and SUBMIT

If you should experience any problems setting up your account, please send an email to gradebook@curwensville.org or you may call 236-1100 x257 to leave a voicemail message.