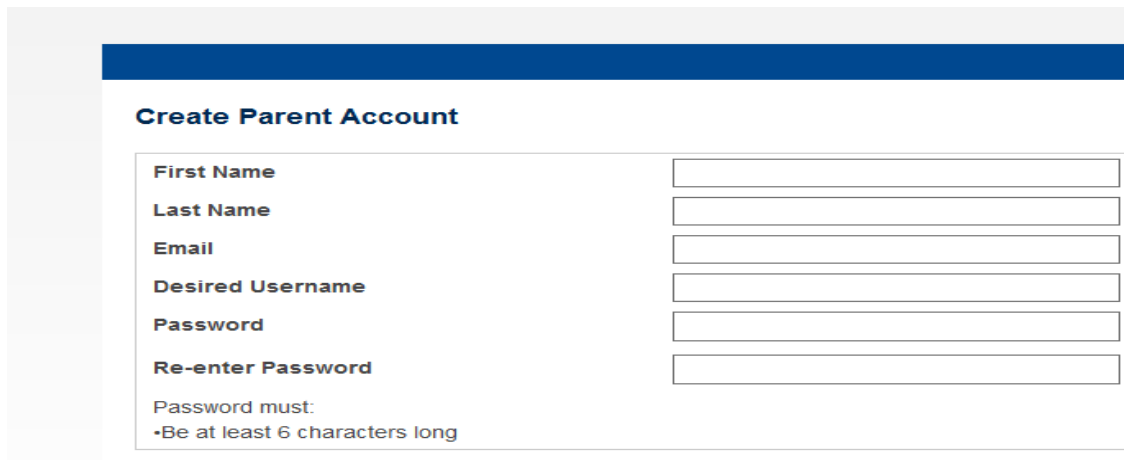


Parent Portal Set-Up

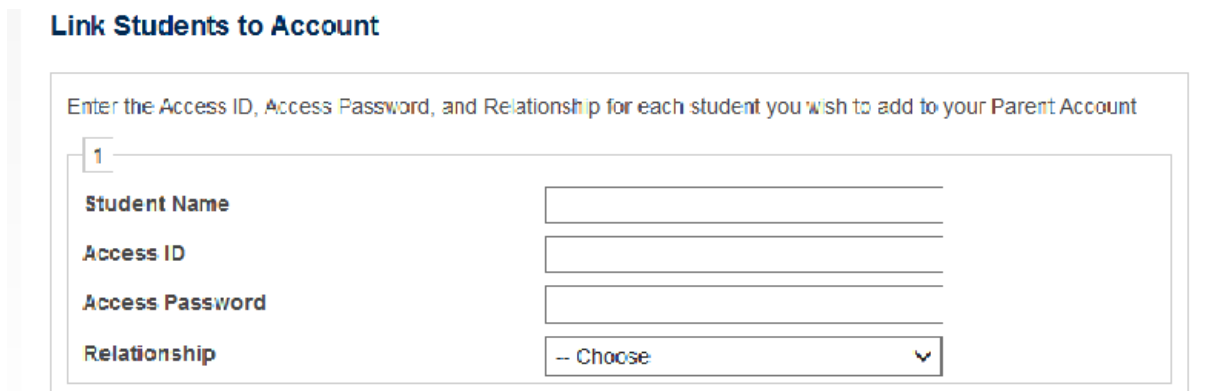
Because UAIS works on its own Powerschool system, all UAIS parents will need to create a new single sign-in account, regardless if they have multiple children in the district or used the ParentPortal in the past. The first step is to register directly in the main office by presenting your driver's license to one of our secretaries. They will then provide you with the necessary information to complete the process below. To access the UAIS portal, navigate to the URL: <https://uais.ucs.misd.net/public>. This link can also be found on the district website (uticak12.org) under the Powerschool tab. Simply scroll to the bottom of that page.

When the screen appears, click on the "Create Account" button. Please enter all required information as show below. Please remember that your new password is case sensitive:



The screenshot shows a web form titled "Create Parent Account" with a blue header bar. Below the title, there are six input fields arranged vertically, each with a label to its left: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below these fields, there is a section titled "Password must:" followed by a bullet point: "•Be at least 6 characters long".

In the screen that follows, please enter your child's full name first. Then, enter the **Parent/Guardian ID** and **Parent/Guardian password** in the fields that follow:



The screenshot shows a web form titled "Link Students to Account". At the top, there is a blue header bar. Below the title, there is a text instruction: "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". Below this instruction, there is a table with one row. The table has four columns: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" column contains a dropdown menu with the text "-- Choose" and a downward arrow.

Please note that if you enter the student's access ID and/or password, the link will not be successful. You can also enter additional children enrolled at UAIS in the fields that follow. Once the account is set-up, you will be able to login to the portal once and view information for multiple children linked to your account at UAIS only. If you have children other schools in the district, please go the "Powerschool" tab on the district website and follow the link at the bottom of the page.

If you have any questions, please feel free to contact the main office at: 586-797-3100.