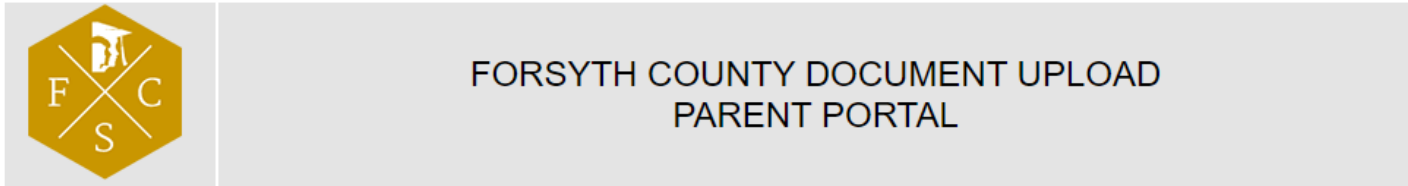


Online Parent Portal Request Instructions/Screenshots

1. Go to <https://fcsapps.forsyth.k12.ga.us/InfoSystems/Parentportal> to complete the Forsyth County Schools online Parent Portal Request.
2. Please complete the information below. Type in the student's last name and the student's date of birth. If you have multiple students, you will only need to upload documents for one student. You will see all students that you are parent/legal guardian for in Parent Portal once logged in.



PLEASE FILL OUT ALL FIELDS ON THIS FORM AND SELECT VALIDATE IN ORDER TO UPLOAD YOUR DOCUMENTS:

Student Last Name: Date of Birth:

Confirmation Email Address:

I agree that I am legally authorized to submit this information as the legal parent or guardian of the impacted student. I further agree, under penalty of law and per the Electronic Signature Act, that I am the person who is signing my name inside the electronic signature box and understand this electronic signature is considered equivalent to a signed or faxed signature.

- I Agree Type Name:

3. Please enter your email address, read the information, check the accept box if you agree, and type your legal name.

Confirmation Email Address:

I agree that I am legally authorized to submit this information as the legal parent or guardian of the impacted student. I further agree, under penalty of law and per the Electronic Signature Act, that I am the person who is signing my name inside the electronic signature box and understand this electronic signature is considered equivalent to a signed or faxed signature.

- I Agree Type Name:

4. Please select the type of document you are uploading from the drop-down list. You are required to upload a copy of your valid (not expired) picture identification (driver's license, state identification card, or passport).

Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")

Type of file being uploaded:


browse for file: No file chosen

Valid file types ("bmp","gif","png","jpg","jpeg","pdf")

Type of file being uploaded: Valid Photo ID ▾
[Select One]
Other
Valid Photo ID

browse for file: Choose Files

Submit Refresh



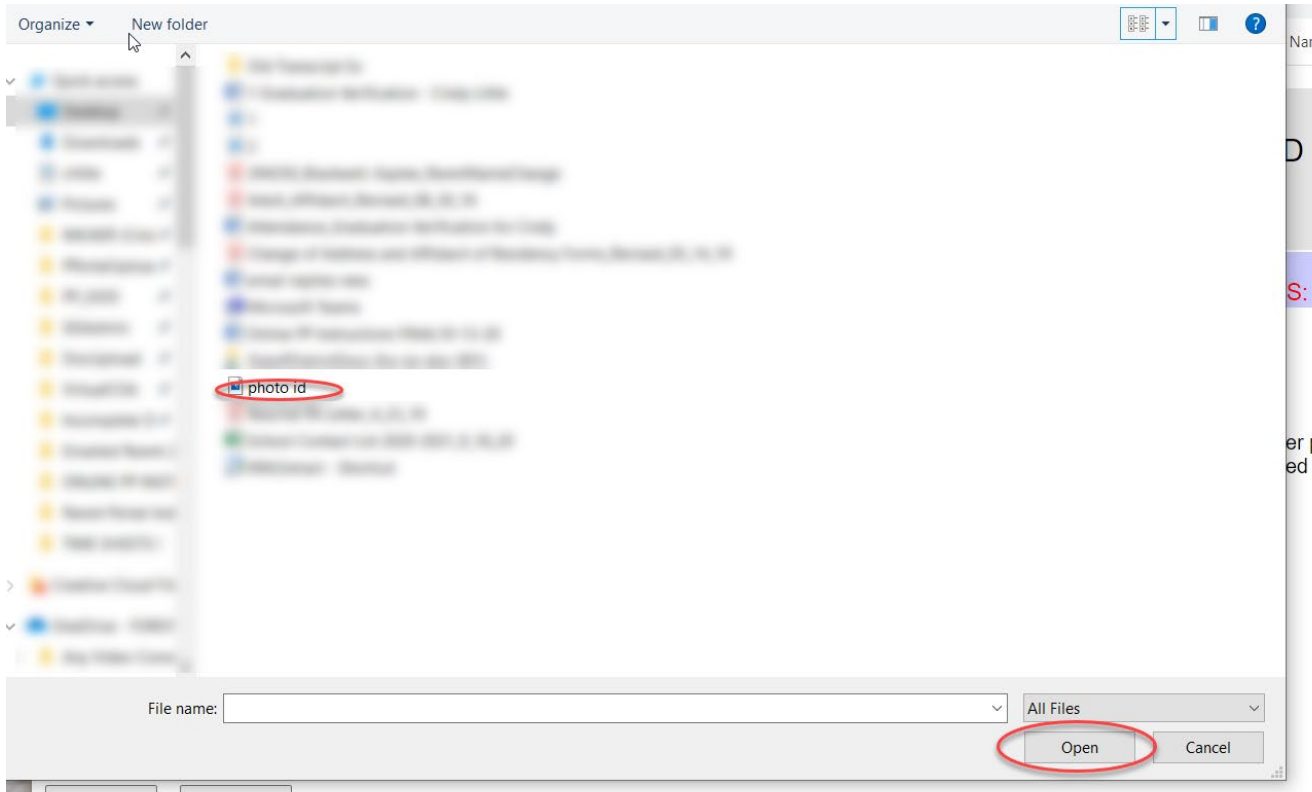
5. Please search for your files to upload where you have them saved on your PC/Device. Select all files that you need to upload.

Valid file types ("bmp","gif","png","jpg","jpeg","pdf")

Type of file being uploaded: [Select One] ▾

browse for file: Choose Files No file chosen

Submit Refresh



6. You will see that your files have been added, then click submit. You will see if your upload was successful.

Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")

Type of file being uploaded:

browse for file: photo id.png

Valid file types ("bmp", "gif", "png", "jpg", "jpeg", "pdf")

Type of file being uploaded:

browse for file: No file chosen

All files were successfully uploaded.

Successful Uploads:

photo id.png

Unsuccessful Uploads:

7. You will be notified by email if additional documentation is required to complete your request.
8. Requests are processed in the order in which they are received as quickly as possible. Thank you for your patience during high volume times.
9. Once your request has been processed, you will receive an email with your login information. Please be sure to check your spam/junk folders. The email will be sent from ParentPortal@forsyth.k12.ga.us.

If you have any questions or need further assistance to complete your request please contact Cindy Little, Parent Liaison (clittle@forsyth.K12.ga.us).

