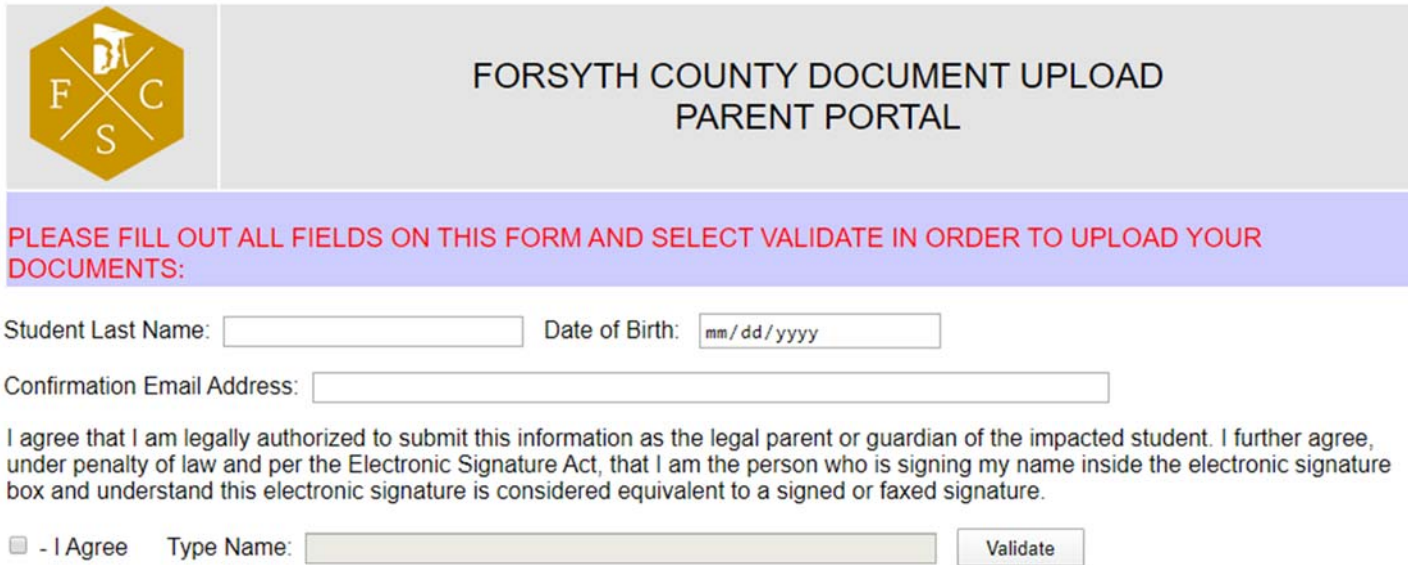


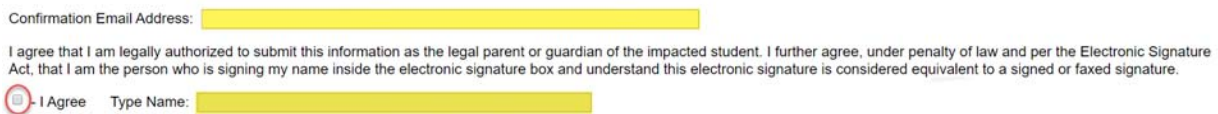
Online Parent Portal Request Instructions/Screenshots

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 for one student. You will see all students that you are parent/legal guardian for in Parent Portal once logged in.



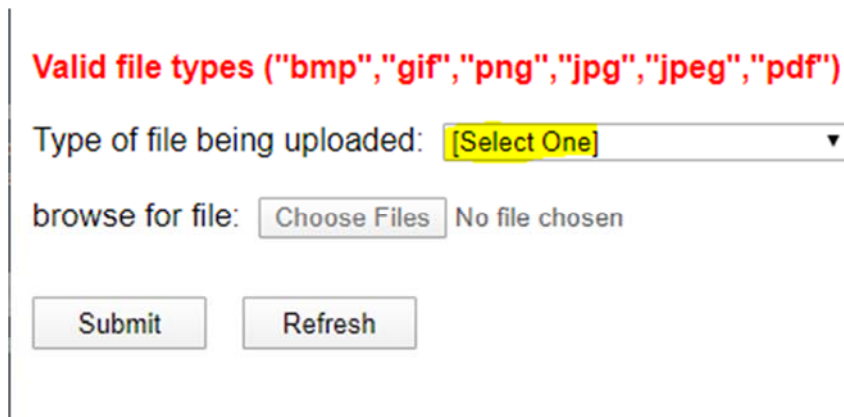
The form features the Forsyth County Schools logo on the left, which is a yellow hexagon with 'F', 'C', and 'S' and a building icon. The title 'FORSYTH COUNTY DOCUMENT UPLOAD PARENT PORTAL' is centered. A red instruction bar reads: 'PLEASE FILL OUT ALL FIELDS ON THIS FORM AND SELECT VALIDATE IN ORDER TO UPLOAD YOUR DOCUMENTS:'. Below this are input fields for 'Student Last Name', 'Date of Birth' (with a 'mm/dd/yyyy' placeholder), and 'Confirmation Email Address'. A paragraph of legal agreement text follows, with a checkbox for '- I Agree' and a 'Type Name' field. A 'Validate' button is positioned to the right of the 'Type Name' field.

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



This section shows a 'Confirmation Email Address' field with a yellow highlight. Below it is the same legal agreement text as in the previous form. The '- I Agree' checkbox is now checked and circled in red. The 'Type Name' field also has a yellow highlight.

4. Please select the type of document you are uploading from the drop-down list.



This section displays 'Valid file types ("bmp","gif","png","jpg","jpeg","pdf")' in red. Below is a 'Type of file being uploaded:' label followed by a dropdown menu with '[Select One]' highlighted in yellow. Underneath is a 'browse for file:' label with a 'Choose Files' button and the text 'No file chosen'. At the bottom are 'Submit' and 'Refresh' buttons.

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

Type of file being uploaded:

browse for file:

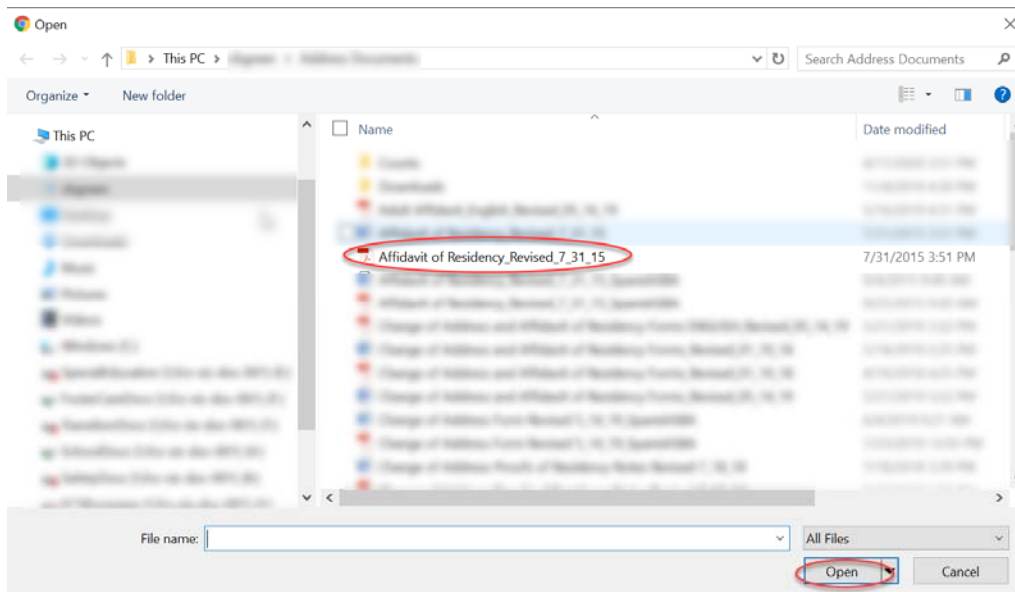
- Other
- Signed Parent/Guardian Letter
- Valid Photo ID

- 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:

browse for file: No file chosen



- You will see that your files have been added, then click submit.

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

Type of file being uploaded:

browse for file: 2 files

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).