

# Little Mill Middle School

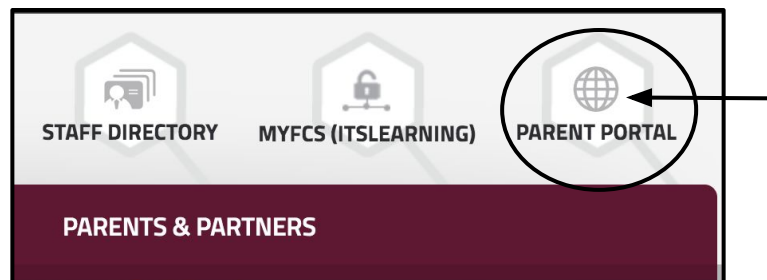
6800 Little Mill Rd.  
Cumming, GA 30041



## How to add or update “Authorized Individuals for Checkout”

All “authorized” individuals to check out a student must be in Parent Portal (online system for all student contact information). You may update or change all “authorized” individuals by following these procedures.

1. Access “*Parent Portal*”. You can locate this in the upper right corner of our website. Go to <https://www.forsyth.k12.ga.us/lmms>
2. Select the “*Parent Portal*” icon.



3. You will then be prompted to sign on to Parent Portal.

Note: If you are unable to sign-on, you will need to bring your driver’s license (government issued ID) to the school. The front office staff will be able to submit an “ID/Password” reset. This may take up to 24-48 hours to process. This is for the protection and security of all Our students.

4. In the top right hand corner of the screen, select the student in which you want to add authorization information.

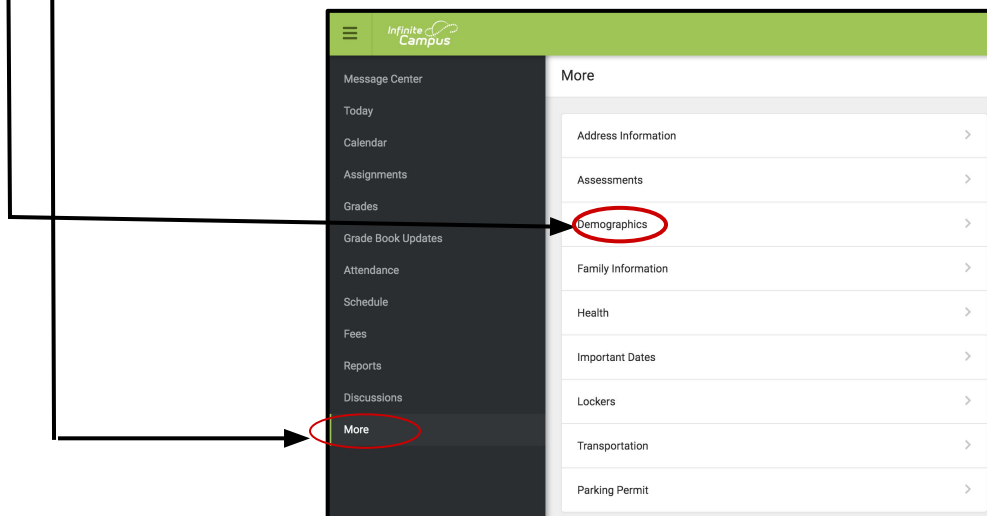


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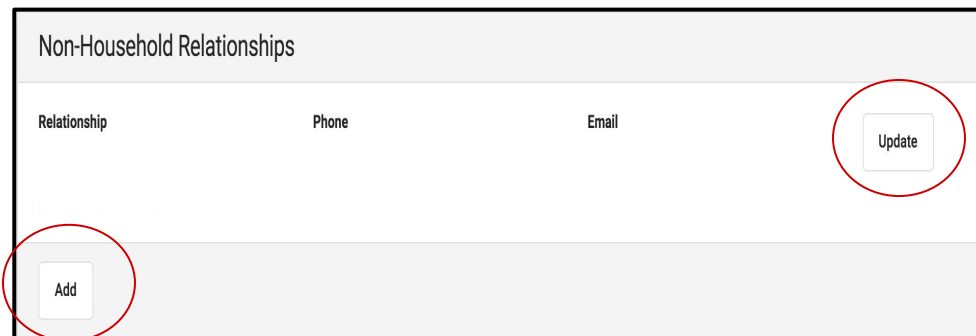
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5. Choose "More" on the left-side navigation menu.
6. Choose "Demographics".



7. Click "Add" or "Update" under "Non-Household Contacts". These sections will allow you to add or change who is "authorized" to checkout your student. Anyone that attempts to checkout a student must be "authorized" on this list. This is for the safety and security of your student.



**NOTE: You MUST repeat this process for each student.**