



## Family Portal Instructions

Parents/guardians and students in grades 1-12 in Wicomico County Public Schools can use the Family Portal from Sept. 15 through the end of the school year to view demographic data, academic progress, and view attendance, schedules assignments and grades.

A unique Login ID and Password is assigned to the parent/guardian. A Login ID and Password will be assigned to each student. For your convenience we have provided the method you can use to gain access. Please note, the Family Portal will be active and available to parents/guardians and students beginning on Sept. 15. Please contact your child's school if you need assistance with the login id and password.

All passwords from the previous school year have been reset. Below you will find the information for logging into the portal for both Parents and Students.

### For Parents/Guardians:

*Login ID* - students last name (all lower case, special characters and spaces removed and **not to exceed 14 characters**) + first initial of student first name + the last 4 digits of the ssn.

*Password:* Students 5 digit lunch number. This is temporary; the parent will choose a new password the first time they log on.

**Example:** Student John A. Smith-Jones with the social security number xxx-xx-1234. John's lunch number is 23456. Login id will be smithjonesj1234 and the temporary password is 23456.

### For Students:

*Login ID* - students last name (all lower case, special characters and spaces removed and **not to exceed 14 characters**) + first initial of student first name + the last 5 digits of the student's local ID number (printed on student schedules and report cards).

*Password:* Student's 5 digit lunch number. This is temporary; the student will choose a new password the first time they log on.

**Example:** Student John A. Smith-Jones with the local Student ID number 110098765 and lunch number 23456. The login id will be smithjonesj98765 and the temporary password is 23456.

### How do I access the system?

You can use any computer that connects to the internet, allowing you to access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to <https://x2.wcboe.org/x2sis> or go to [www.wcboe.org](http://www.wcboe.org) and click Family Portal
3. Enter your Login ID and Password.
4. The first time you log in, you will be prompted to change your password. Your homepage will then display.