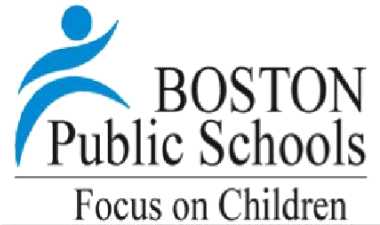# How to Create a SIS Family Portal Account

The following instructions will show you how to create an account in the Boston Public Schools' Student information System.

BOSTON Public Schools

Focus on Children

1. Use any Internet browser and type http://sis.mybps.org in the address bar.

2. Click the "Create an Account" button on the login screen.

3. Select the **"I am a parent new to Aspen"** option and click **Next.**

4. Enter the security code that you were given in a letter from your child's school. This security code is unique and can only be used once. Enter your last name as it appears on the letter and click **Next**.

5. Enter your personal email address. Your email address will become your login ID to the SIS. Choose a password and a security question. The security question will be used to reset your account in case you forget your password.

6. Click **OK** and you will immediately be granted access to your child's attendance, grades, and testing information!