# HomeBase Parent Portal
- A Guide for Parents –
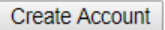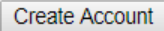
How to Access the Parent Portal

Accessing the Parent Portal has never been easier! Simply visit www.currituck.k12.nc.us (Currituck County Schools Homepage) or Google "Currituck County Schools" and click the

link. Once on the Currituck County Schools website, click on Home Base/NCEdCloud/IAM: Parent ONLY link found on the "Site Shortcut" to the left of the page.
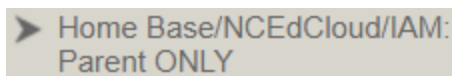
If you have already created your Parent Portal and would like instructions on how to update your student information, please skip to heading **"Updating Your Student Information"**.

Creating Your Parent Portal

Creating your Parent Portal is quick, easy, and well worth your time as you will gain instant access all of your student's attendance, current grades, and other information in a very user-friendly environment. Simply click on the link shown above and then the Create Account button. You will create your own personal account with the credentials of your choosing. After completing the required information click Create Account bottom at the bottom of the page. You will then be asked to link all of your students to your parent account. To complete this process ou will need access to the following student information:

Student Name (First and Last)
Access ID (Last 6 digits of your student's number)
**Access Password** (Last 4 digits of your student's number)

Complete the information requested for each of your student(s) then scroll to the bottom of the page and click enter! Your page will refresh and you will be able to Sign In using the username and password you created.

If you have already created an account, but may have forgotten your password simply contact the Registrar's Office using the information provided at the end of this document. They will be happy to unlock your account, generate a new password, and assist you in getting back into the Parent Portal.

Updating Your Student Information

The parent portal is used to **update your student's information** and provide authorized pick-up lists for your students school/teacher. This method has replaced the multitude of papers previously sent home at the beginning of the school year. Parents of returning students must log in and update this information at the beginning of every school year. Parents of new students will not complete the information update on their initial enrollment year but will complete it in future years.

Now that you have logged in to your Parent Portal, to begin updating your information, simply scroll to the bottom of the page and click on "InfoSnap Information Update" in the left sidebar. This portal will be open for parents to update beginning in August prior to the start of the school year.

InfoSnap
Information
Update
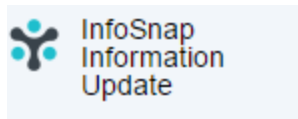
Much of the information on file for your student will pre-populate for your verification only.

A Couple Notes Regarding Information Update

- An address change will not be considered complete until there is an updated Proof of Residence on file. This must be a bill indicating a service address such as a water, electric, or cable bill and can be delivered to the Registrar's Office at 498 Shortcut Rd in Barco.
- All previous emergency contacts will be cleared yearly. You will add emergency contacts in the order in which the school should call in an emergency situation. For example, 1. Mom 2. Dad 3. Grandmother 4. Older sibling 5. Neighbor

After the update is completed, if additional contacts are needed or any contacts need to be removed, simply contact the Registrar's office at anytime throughout the school year.

For Additional Assistance please contact:

Currituck County School's Registrar's Office
Ph: (252) 453-0205
registrar@currituck.k12.nc.us