Accessing Parent Portal

Parent Portal can be accessed by parents of enrolled students. Students can also be given access to the Portal, but they will only be able to access their own information. The Parent Portal address is: https://campus.mcpasd.k12.wi.us/campus/portal/mcpasd.jsp

The Parent Portal can be viewed in English, Spanish, Simplified Chinese, or Traditional Chinese by using the language drop down at the bottom of the log in screen or at the bottom of the portal once signed in.
View Student Information

Once you log in Parent Portal
Select <Today>

After you select <Today>
You will see the student information box that includes:
- Student Picture
- Name
- Student Number
- Year
- School
- Grade

Selecting the arrow button located on the upper right hand side of the screen will let you toggle between multiple students.
Updating Contact Information

Click the <More> tab located on the left hand side of the screen.

A parent or guardian is required to provide Proof of Residency (one of the following) to the Registrar’s Office:

- **Lease Agreement**: name, address, effective date and all parties signatures
- **Accepted Purchase Agreement**: name, address, occupancy or closing date and all signatures; additional proof may be requested once you have occupied the residence
- **Building Contract and Building Permit**: name, address, projected completion date and all signatures on contract; additional proof may be requested once you have occupied the residence
- **Current Utility Bill**: natural gas; electric or city/village water. Name, address and current service address. We do not accept insurance, telephone, cable bills or closing statements as proof of residency
Updating Contact Preferences

From the **User Menu** located on the upper right hand side of the screen

Select **Settings**

Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences.

**Registrar's Office:**

Middleton-Cross Plains Area School District
District Administrative Center
7106 South Avenue
Middleton, WI 53562
Phone: (608) 829-9031
email: reg@mcpasd.k12.wi.us

• A pop up window will appear.
• Enter the updated 10-digit household phone number.
• Contact the Registration Dept for address changes.
• Enter any comments related to the modified information. These comments will be seen by the Registration Department when processing the update request.

Select <Update> to Save

From the Settings Menu
Select the <Contact Preferences> tab
It is best to have at least one phone number and one email address marked for each of the Emergency, Attendance, General, and Priority notification types. This way you will receive all messages from your child’s school and district sent through the portal messaging system.

**Account Settings**

Account settings allow users to update their security email or password on record.

1. From the User Menu located on the upper right hand side of the screen
2. Select Settings
Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.

Select <Update>

The Account Security Email is the email used if a user forgets their username or password.

Select <Update>

A pop up box will show up for you to update information.

Select <Update>

Select <Save> when complete