

CREATING A PARENT PORTAL ACCOUNT

Step 1 - Visit www.LapeerCountyCF.org/LEAF and click on “LEAF PORTAL”.



Step 2 - Click on “Register”

Login

Welcome to the LEAF Parent Portal portal.

Username

Password

Remember me

[Forgot your username or password?](#)

Register... Log in

For support - please contact us at LEAF@LapeerISD.org or call 810-207-1520

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Step 3 - Complete the Registration page - must fill in Child's Zip code, Child's Birth Date, ID Number (this is your LEAF ID number provided to you on your Parent Packet), Email address. Click "Register". If you do not have your child's LEAF ID account, you can contact LEAF at LEAF@lapeerisd.org or call 810-207-1520 and someone can provide it for you.

The screenshot shows a registration form with a blue header containing the word "Registration" and a dropdown arrow. Below the header, there is a paragraph of instructions: "To register a username and password, the first step is to identify your child/participant. Please enter the fields below and then click 'Register.'" The form contains five input fields, each with a label and an asterisk: "Child's Zip Code", "Child's Birth Date" (with a date format hint "(mm/dd/yyyy)" to its right), "ID Number", "Email address", and "Verify email address". At the bottom left is a grey button labeled "Return to login", and at the bottom right is a green button labeled "Register", which is circled in red.

Step 4 - Once you click "Register", you should see the notification that your user profile has been created.

The screenshot shows the same registration page header. Below the header, a light blue notification box contains the text: "Your user profile has been created, and a verification link has been emailed to you."

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Step 5 - You will receive an email at the account you used to register to validate your address. The email will read as follows:

The security email address for the account None for "LEAF Parent Portal" by Lapeer County Community Foundation needs to be validated.

To validate your address, please click the following link.

https://www.vistashare.com/p/lapeer_county/leaf-parent-portal/f25dd654ccc1417888df6d3480a0174b/new_account.html

If clicking the link above doesn't work, please copy and paste the URL in a new browser window instead.

This is a post-only mailing. Replies to this message are not monitored or answered.

Step 6 - Please be sure to click the link and validate your email address. Once you validate - you will need to create a "User Profile". The validation link will take you to the below page. Please be sure to complete the form in its entirety, read and accept the "Terms of Use".

New User Profile

Welcome to **LEAF Parent Portal**. Create your user profile here.

Parent/Guardian's first name

Parent/Guardian's last name

Username * ⓘ

Password *

Passwords must contain the following:

- ✗ 8 or more characters
- ✗ one uppercase letter
- ✗ one lowercase letter
- ✗ one number

Enter your password again for verification. *

Email address ⓘ

I accept the [Terms of Use](#).

* Field is required

[Already have a user profile? Click here.](#)

Create user profile

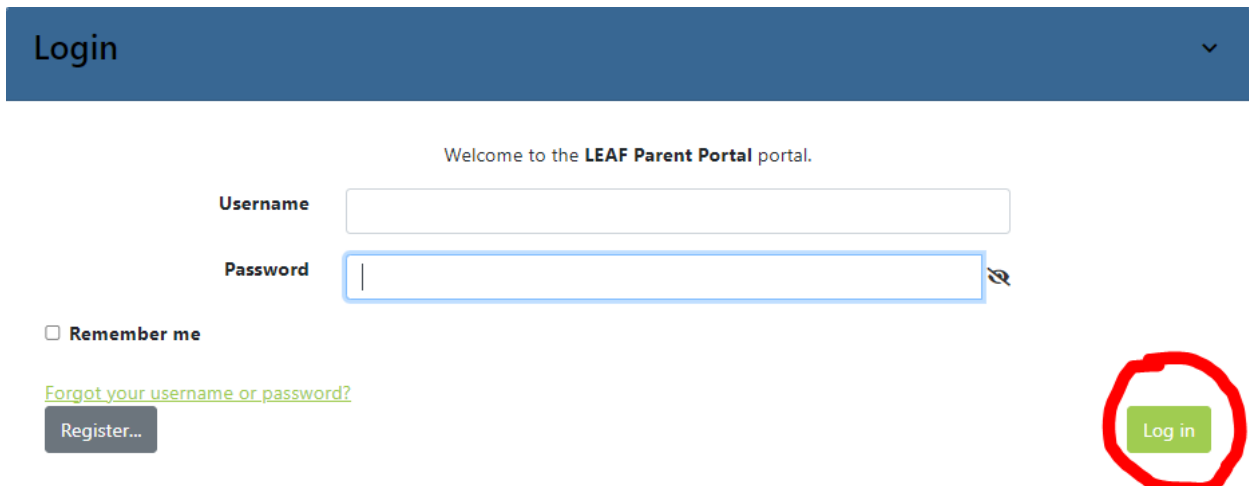
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Step 7 - Once your user account has been created, please visit www.LapeerCountyCF.org/LEAF and click on “LEAF PORTAL”.



Step 8 - Congratulations! You will now enter your username and password you created and click “Log in”



Your student will earn \$2.00 to be placed in their account for opening a new portal account.

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