


## CCPS Portal – Creating an Account

The CCPS Portal is a secure, web-based application providing secure access to student, parent, volunteer, employee, and community resources.

Items available within the CCPS Portal:

- **Canvas** (learning management system)
- **Communication Preferences** (select or update)
- **Data Warehouse** (test scores, etc.)
- **Destiny** (view your child's library media account)
- **FOCUS** (view grades, assignments, interims/report cards, and attendance)
- **Forms Acknowledgement** (Media Release and Directory Release)
- **Link Students** (link multiple students (siblings) to one parent account)
- **Naviance** (college and career readiness resources)
- **Overdrive** (view your child's library media account for e-books and audiobooks)
- **Parental Choice** (apply for Out-of-Zone, School Choice, McKay Scholarship or check the status of a previously submitted application)
- **Post-Secondary Application** (apply for admission to a technical college)
- **Student Owned Device Agreement (SODA)** (submit the SODA to allow your student to use a personal device at CCPS)
- **Student Registration** (online centralized registration application)
- **Volunteer Application** (apply to become a CCPS volunteer)

### Accessing the CCPS Portal

1. Open your CHROME browser.  Chrome is the preferred browser.
  2. Visit <https://portal.collierschools.com/live/>
- OR**
2. Access the [CCPS District Website Parent Page](#) and click on the Parent Portal icon

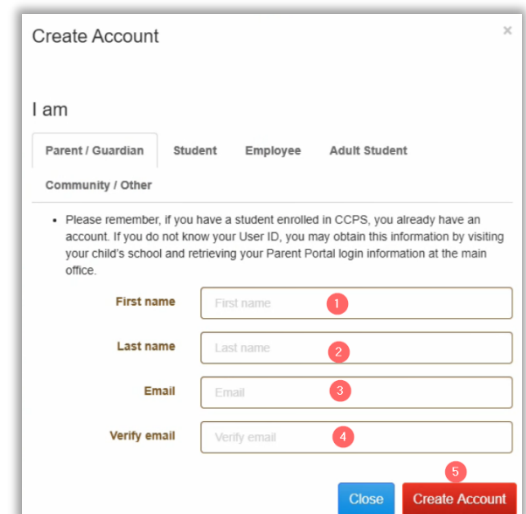
### Creating an Account

Under the Parent/Guardian tab:

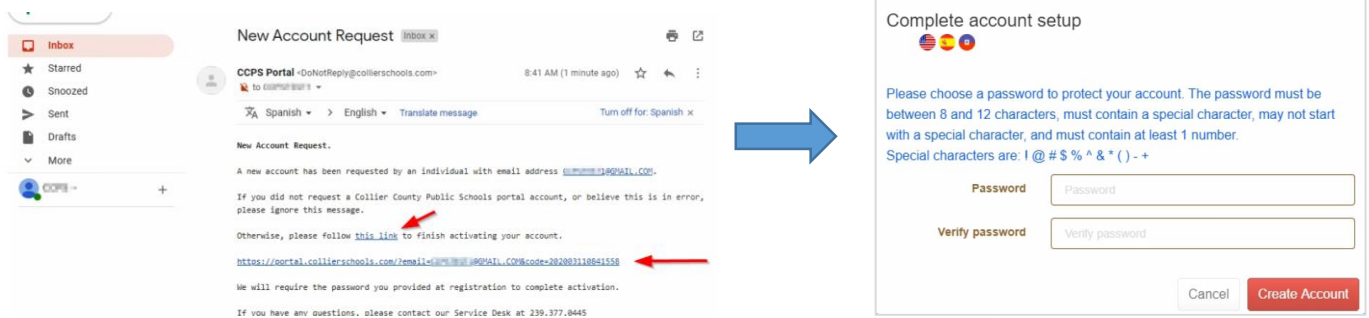
1. Enter your first name.
2. Enter your last name.
3. Enter your email address.
4. Enter your email address again for verification.
5. Click Create Account.
6. An email will be sent to the email address provided. Follow the link in the email to activate your account.

### Verifying Your Account

1. Locate the email received from CCPS Portal.
2. Click the link within the email to finish activating your account.
3. Enter the password you would like use to protect your account.
4. Enter the password again to verify.
5. Click the Create Account button.



## CCPS Portal – Creating an Account



### Logging In

#### To login using your EMAIL address

If your email address is on file or if you have created an account via the CCPS Portal, you may login to the portal using this email address.

1. Username: Enter your email address.
2. Password: Enter your password.

*Note: Your password is either your student's 6-digit student ID or the password you created when creating and verifying your account.*

#### To login using your mobile PHONE number

If your email address is on file or if you have created an account via the CCPS Portal, you may login to the portal using your mobile phone number.

1. Username: Enter your 10-digit mobile phone number.
2. Password: Enter your password.

*Note: Your password is either your student's 6-digit student ID or the password you created when creating and verifying your account.*

#### To login using your 10-digit CCPS UID

Collier County Public Schools provides each parent/guardian, with custody of a child in the District, with an individual 10-digit CCPS UID for each child.

1. Username: Enter your CCPS UID.
2. Password: Enter your students 6-digit student ID number.

*Note: If you do not know your 10-digit CCPS UID or your child's student ID number, you may obtain this information by visiting your child's school.*

