MDUSD HomeLink Parent Portal

Creating a New Parent/Guardian Account

These instructions are meant for parents/guardians who wish to create a new online HomeLink Parent Portal account in the Mt. Diablo Unified School District. This account will provide online access to a variety of information about your child, including attendance, grades and other important student information. Once an account is created, it will continue to be active as long as your child remains in MDUSD, even if he/she changes to a new school.

Note: once you create one account you do not need to create additional accounts if you have more than one child. There is a simple process for adding additional children to an existing account that is covered in more detail below.

1. Before getting started you must first have a document from your child’s school that shows the codes necessary for online registration. These codes ensure the security of your child’s information. You may share these codes with other family or guardians so that they may also create an account.

2. Using a web browser to go to:

   http://www.mdusd.org/parentportal

3. Click on the link titled, “HomeLink Parent Portal”. Then click on “Create New Account” on the page that appears.

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3. Choose “Parent” and click on “Next”.

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4. Provide your email address (twice) and a desired password. Choose a password that is at least 6 characters in length, and contains both letters and numbers.

5. Important: it is highly recommended that you add homelink@mdusd.org to your email list of contacts or safe senders so that email will not be blocked as possible spam.

6. Check your email for a message from homelink@mdusd.org with an “email code”, and a link to confirm the email address.

   If the “Confirm current email link” works for you, a confirmation message will appear and you will be able to continue with the registration process. Go to step #7.

   b. If the “Confirm current email link” does not work for you, follow the instructions to copy and paste the web address (URL) into your browser. In this case you will need the extra information at the bottom of the email.

7. You will then see the box below. The information must be entered exactly as shown on the document provided by your

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child’s school. “Student Permanent ID Number” will be a 7-digit number, starting with a 2, 5 or 6. “Student Home Telephone Number” must match what is on file with the school as the main home number, as shown in the letter. You must include the area code. You may enter only numbers, without any other symbols. “Verification Code” is a 10-digit code using letters and numbers. This is shown on the letter you received from the school. It is NOT the email code contained in the email you received.

8. On the next screen, choose the Contact name that applies to you. Note: the only names you see here are those already entered by the school. Many schools have not yet added parent names in this section because they have been entered elsewhere in our system. If you do not see your own name, it is acceptable to choose “None of the Above”.

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9. The final screen, below, will confirm that you have registered successfully. Click on the “Click Here” link to proceed to the HomeLink login.

10. Enter the email address and password that you used to set up your account. Click on “Log In”.

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11. When you have logged in to your child’s account you will see a screen similar to this.

12. For parents who have more than one student in an MDUSD school using HomeLink there is a way to quickly register for access to the other student’s information. Once this is done, you will be able to see information about each student through one login. Note: This works only if your other child’s school is already set up for HomeLink. You will need a letter from that school showing account setup codes for that child.

13. While logged into the first student’s screen, click on the down-arrow in the upper-right corner. Choose “Add Additional Student Not Listed”. Register access as above.

If you would like further information regarding HomeLink Parent Portal, check out our FAQ here. [http://www.mdusd.org/homelink](http://www.mdusd.org/homelink)

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