

# Creating New Accounts on the Guajome Portal

Open your Internet browser. Type in the URL Address <http://www.guajome.net/> and go to the **Guajome Portal** link from the Quicklinks list on the left of the page.

The following log on screen will appear.

Left click on CREATE NEW ACCOUNT located on the bottom.

"Student" should have a green dot in the circle like the sample above. If not, left click on the circle next to Student to insert the green dot.

Left click on NEXT.

Type in your email address (for example, johnsmith@gmail.com).

Re-type your email address under Verify Email Address.

Type in a password.

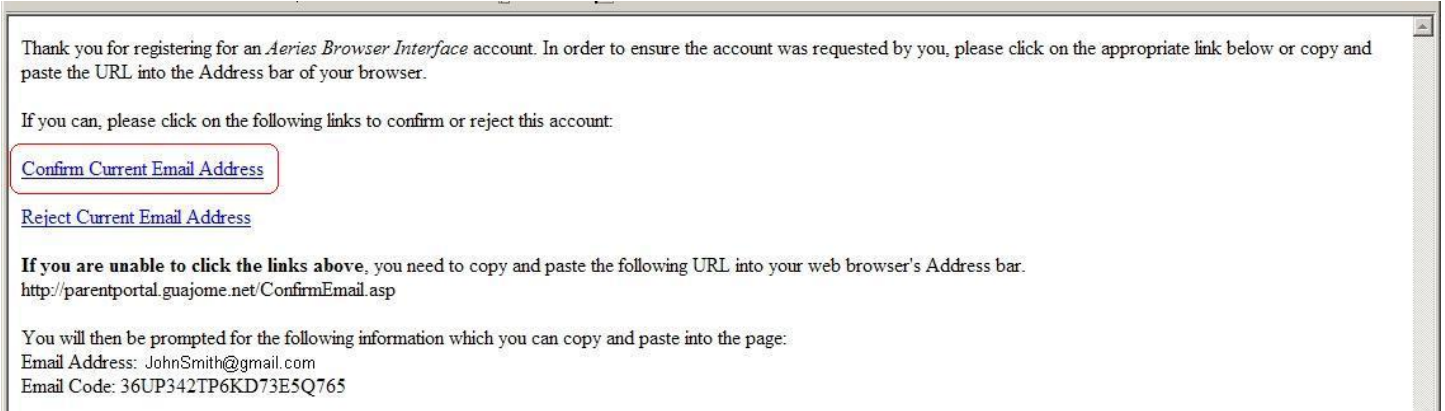
Retype that same password under Retype Password.

Left click on Next>>

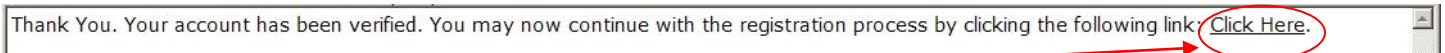
**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR EMAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT!**

**DO NOT** click on <<Previous>> or <<Next>> in Step 3. Doing so will send duplicate emails with different confirmation codes. Close this window only after confirming or rejecting your email (see the next instruction).

Open your email program. Open the email from [parentportal@guajome.net](mailto:parentportal@guajome.net). (Similar to the example below) Follow the directions in the email and left click on the Confirm Current Email Address link. If you cannot left click on the link follow the remaining directions in the email.



The following window will appear after confirming your current email address.



Click on [CLICK HERE.](#)

Next >> [Login Page](#)

**Step 4**  
**Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

**Please use the information provided to you in the parent letter sent to you from the school.**

**Enter the information exactly as it appears in the parent letter**

Enter the student Permanent ID Number.  
Enter the Student Home Telephone Number.  
Enter the Verification Code.

**Step 6**

Thank you for registering for a Guajome Parent Portal Account and updating your Emergency Contact Record.

[Click Here](#) to login to the Guajome Parent Portal and view your student's information.

Left click on Click Here.