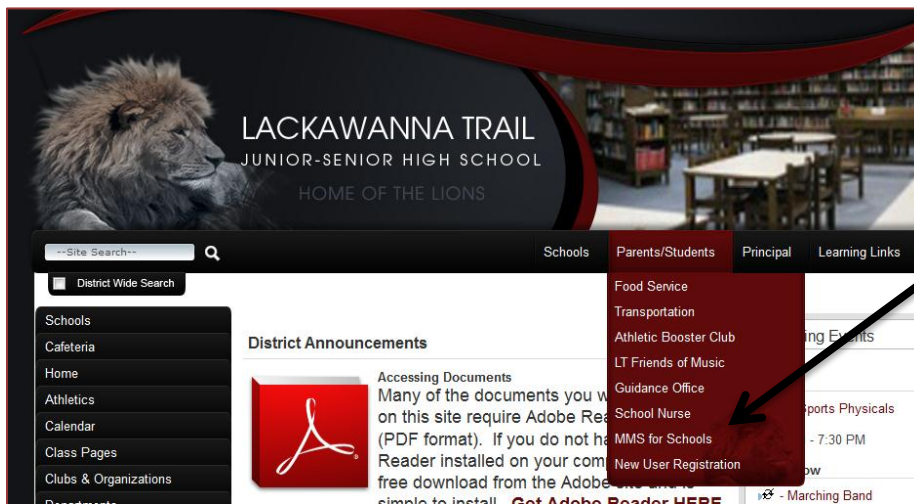


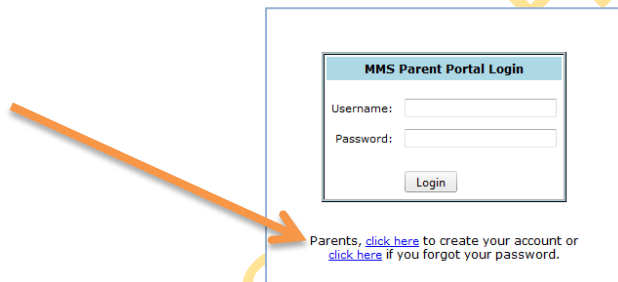
## Instructions for creating an account in the MMS Grading System:

Prior to creating an account in the MMS system, make sure you have your student's identification number available.

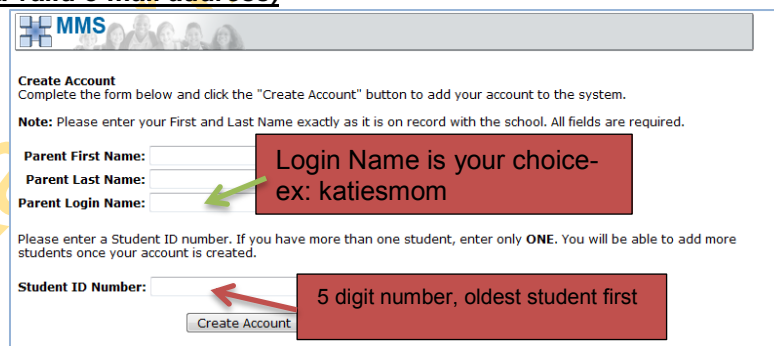
- On the school district website ([www.ltsd.org](http://www.ltsd.org)) click on the High School page.



- The MMS link is located under the Parent/Student tab. This will bring you to the MMS sign-on screen. Click the link to create a new account.



- The next screen will ask for a First Name and Last Name of the Primary Parent, as well as their student's ID number. Choose a User name. **(You will only be able to create an account if you have provided the high school with a valid e-mail address)**



- Upon completion, a temporary password will be sent to the email account you provided to the school district.
- Click to return to the log in screen and enter the user name you created and the temporary password you received in your email.
- After this step, the system will prompt you to change your password.
- In MMS, a screen will show your child's name. Click on it to access your student's schedule and grades.
- Additional students can be added to your student account by choosing the My Account tab (add another student to this login) and entering additional students' identification numbers. The next time you log in, you will be able to choose between your students' accounts.