

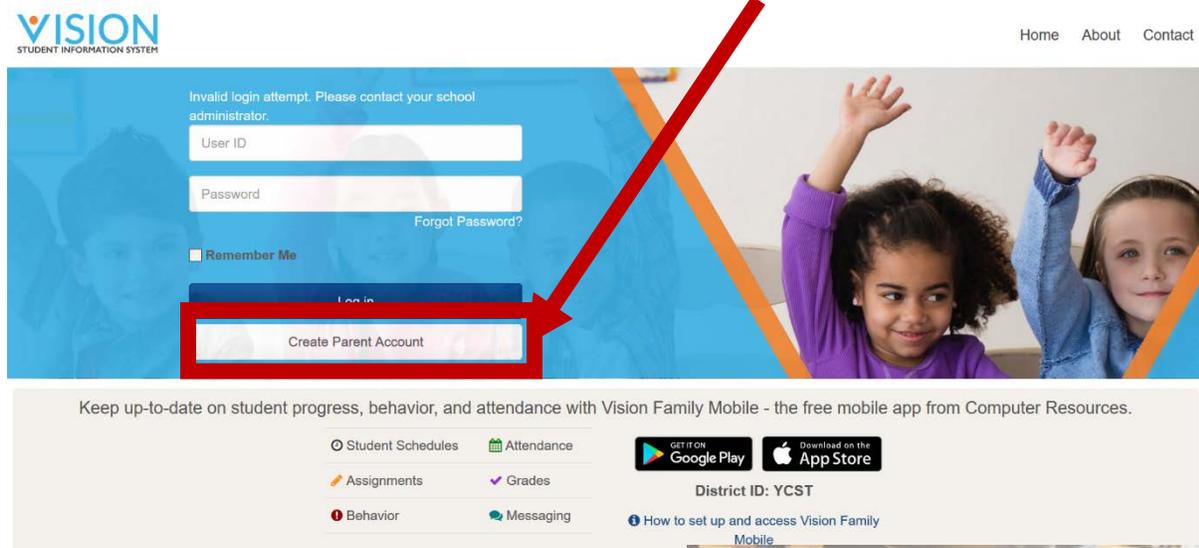
MMS VISION – Parent Portal Step by Step Setup Instructions

The VISION portal provides secure, self-service access to parents so that you are informed about your child’s daily progress at York Tech. You will benefit from real-time access to grade averages, progress reports, homework, missing assignments, announcements, attendance, and discipline information. You also have access to your child’s lunch account, allowing you to view recent transactions and add money manually or automatically. Parents can easily access the system from any location with Internet access.

1. Connect to a web browser such as “Internet Explorer” and go to the website: www.ytech.edu.
2. On the home page, at the top right corner you will see MMS VISION PORTAL. Click here to open VISION.



3. The MMS VISION Portal Login Screen will appear. Click on “Create Parent Account” to create your account.

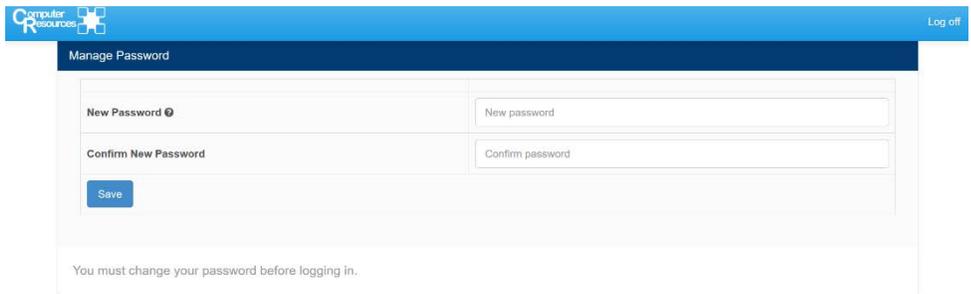


4. Enter the information requested and click Save. You must enter the same information that the school has on file. If you get an error message saying that the information provided does not match the information on file for the account. Please contact the High School Main Office at 717-741-0820 x4999 to have that information entered prior to creating your account. Please let provide what parent name is being used for the account creation.
5. Check your email for the provided link to finish creating your account. Be sure to check your junk mail if needed.

6. Click on the link provided in your email, which will take you to a new password page.

7. Put in a new password, and confirm the new password, then click save. It will then take you to the log in screen.

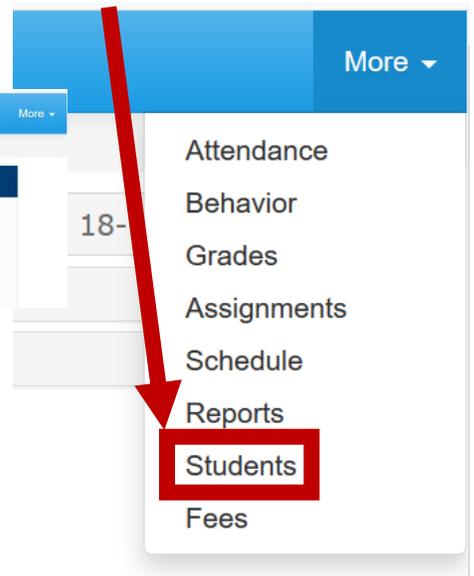
8. Finish setting this account up, by logging into the account. Errors may occur if you do not log in right away.



Adding Additional Students to the Account

1. After logging into the website click on “More” on the top right corner, then click on “students”.

2. Click on “Associate Student”.



3. Type in the ID of the next student. Then click the checkmark. **Please note:** in order for your child to be associated correctly, the account information on file must be the same for all children to be associated. If you get an error message saying that the information



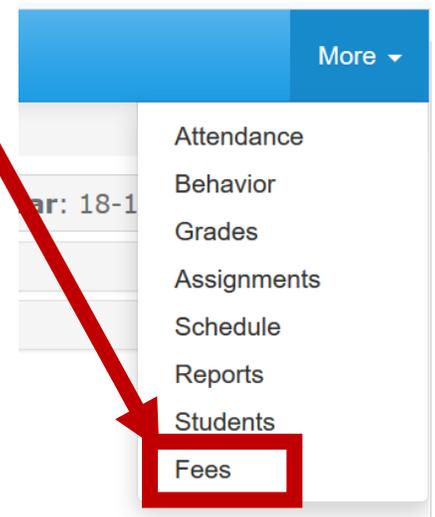
provided does not match the information on file for the account. Please contact the High School Main Office at 717-741-0820 x4999 to have that information entered prior to creating your account. Please let them know what parent name is being used for the account creation.

Accessing the Lunch Account

1. After logging into the website, click on “More” on the top right corner, then click on “Fees”.

2. First time users will be prompted for a password. Put in the same password you used when creating the account.

3. Lunch account will appear.



If you have any questions, please contact the helpdesk at 717-741-0820 x4357.