



## Procedure for Family Portal Registration February 1, 2012

1. Using your web browser, go to <http://family.dlszobel.edu.ph>
2. Click on the **Register** button.

3. Fill out the form with the following information:
  - a. Email Address – This will also serve as your username.
  - b. New Password
  - c. Student ID Number of any of your children
  - d. Student's Birthdate
  - e. Student's Last Name
4. Click Register to submit.

5. Check your email inbox. You should receive an email with a web link. Please click on it to activate your account.
6. You should be able to log in to the Family Portal with your username (email address) and new password.