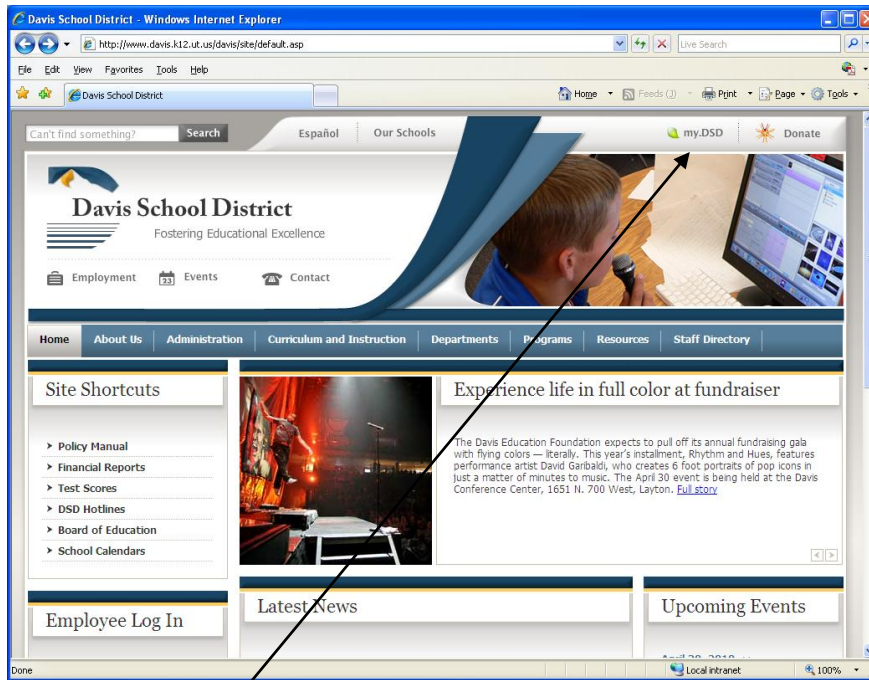


## Davis School District Instructions to Request a my.DSD Guardian Account

1. Open your Web Browser
2. Go to [www.davis.k12.ut.us](http://www.davis.k12.ut.us)

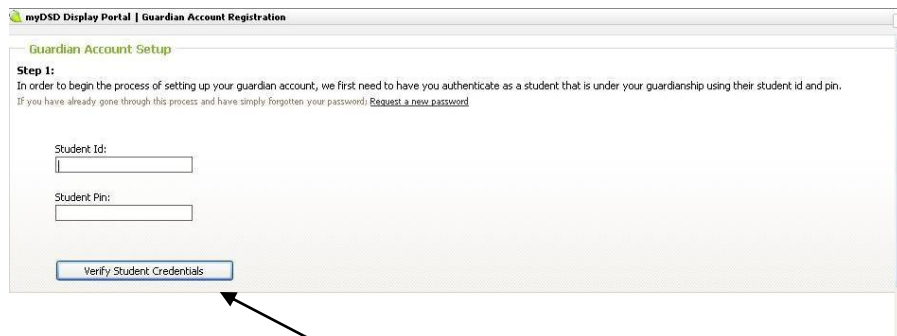


3. Click on the my.DSD Link routing you to the new my.DSD page.

A screenshot of the my.DSD login page. The page has a green and blue logo at the top left. Below the logo is the text 'my.DSD is your single point of access to everything in Davis School District.' There are two input fields for 'Username:' and 'Password:', followed by a 'Login to myDSD' button. Below the login section are three columns: 'Guardians', 'Students', and 'Employees'. The 'Guardians' column has a link for 'Request a New Account' for first-time users and instructions for returning users. An arrow points from this 'Request a New Account' link to the 'Request a New Account' link in the Guardians section of the my.DSD login page.

4. Click on **Request a New Account**

- Step 1:** Type in your student's ID  
Type in your student's Pin  
(If you lack this information please call technical support at 801-402-5600)

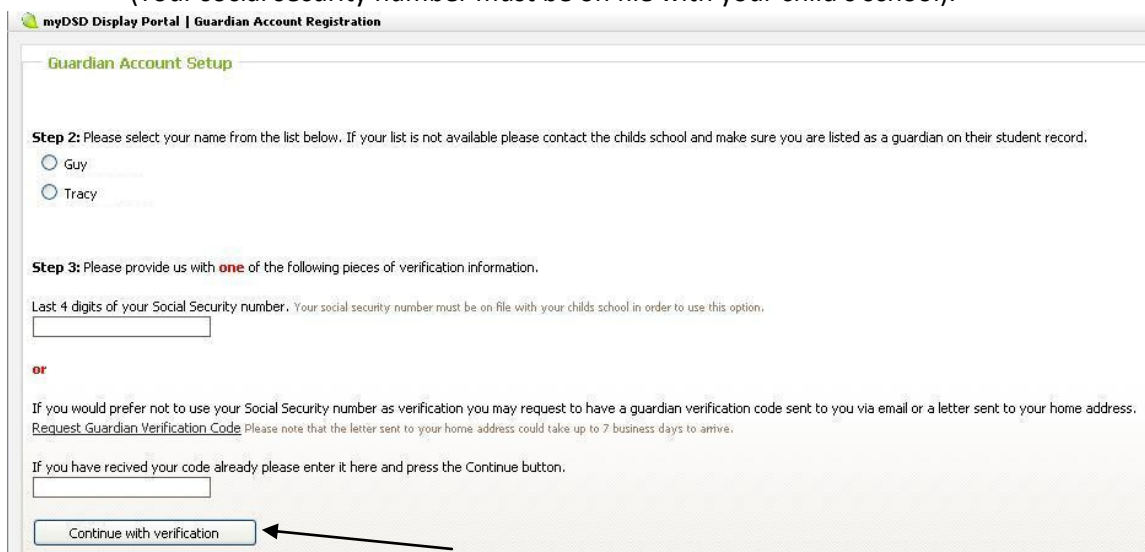


The screenshot shows the 'Guardian Account Setup' page for Step 1. It includes a title bar 'myDSD Display Portal | Guardian Account Registration' and a sub-header 'Guardian Account Setup'. The text for Step 1 states: 'In order to begin the process of setting up your guardian account, we first need to have you authenticate as a student that is under your guardianship using their student id and pin. If you have already gone through this process and have simply forgotten your password: [Request a new password](#)'. Below this, there are two input fields: 'Student Id:' and 'Student Pin:'. At the bottom of the form is a button labeled 'Verify Student Credentials'. An arrow points from the text 'Click on Verify Student Credentials' to this button.

Click on **Verify Student Credentials**

- Step 2:** Fill in the radio button next to your name in the list displayed.

- Step 3:** Type the last four digits of your social security number  
(Your social security number must be on file with your child's school).



The screenshot shows the 'Guardian Account Setup' page for Step 2 and Step 3. The title bar is 'myDSD Display Portal | Guardian Account Registration' and the sub-header is 'Guardian Account Setup'. Step 2 text: 'Please select your name from the list below. If your list is not available please contact the child's school and make sure you are listed as a guardian on their student record.' There are two radio buttons: 'Guy' and 'Tracy'. Step 3 text: 'Please provide us with one of the following pieces of verification information.' It then says: 'Last 4 digits of your Social Security number. Your social security number must be on file with your child's school in order to use this option.' Below this is an input field. An 'or' separator follows. Then it says: 'If you would prefer not to use your Social Security number as verification you may request to have a guardian verification code sent to you via email or a letter sent to your home address. [Request Guardian Verification Code](#) Please note that the letter sent to your home address could take up to 7 business days to arrive.' Below this is another input field. At the bottom is a button labeled 'Continue with verification'. An arrow points from the text 'Click on Continue with verification button. This will take you to step 4.' to this button.

Click on **Continue with verification** button. This will take you to step 4.

**OR:** you may click [Request a Guardian Verification Code](#) and have a code sent to you via email or a letter sent to your home address. Once you have received your verification code, follow the steps as outlined in the verification email or letter you receive to complete the Guardian account setup. You will end up at step 4.

myDSD Display Portal | Guardian Account Registration

### Guardian Account Setup

**Step 4:** Please provide us the following information in order to complete the setup of your new account. Your email address will be used as your username for myDSD and needs to be a valid email address. We will be sending a verification email to the email account that you provide so you will need to have access to that email account.

#### Account Information

**Email Address** This email address will be your username for myDSD.

**Confirm Email Address**

**Password** Password must be at least 6 characters long.

**Confirm Password**

#### Challenge Questions and Answers

An answer for each of the two challenge questions is required. This will help you recover your password in the future should you end up forgetting it or losing it.

**Challenge Question 1**  
Please select a challenge question from the list.   
Challenge Answer

**Challenge Question 2**  
Please select a challenge question from the list.   
Challenge Answer

**Step 4:** Provide the following information:

Type your Email address in both the Email Address and Confirm Email Address boxes.  
(This will be your username when using your guardian account)

Type a password of at least 6 characters into the Password and Confirm Password boxes.  
Select Challenge Question #1 and type your answer.  
Select Challenge Question #2 and type your answer.

Click the **Continue** button

5. A confirmation email will be sent to the email account you entered. Open the email when it arrives and click on the link provided within the email. You will then be informed that your account is activated.

Your creation of this account will continue to benefit you as your student moves through the educational experience with Davis School District.