

# Finding your user name and password

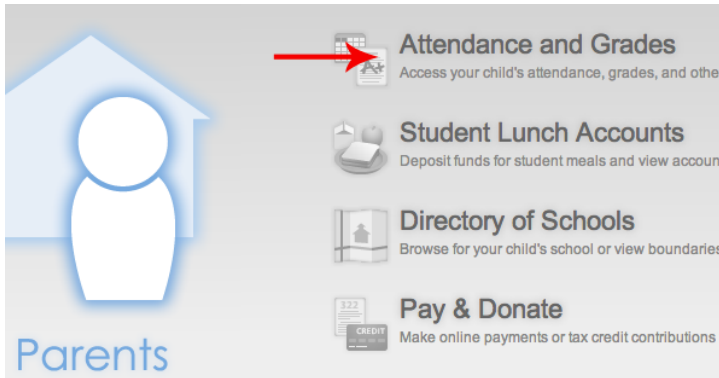
## What is my Web Pay user name?

Your Web Pay user name can be obtained by accessing the Parent Portal. It is not the same as your Parent Portal user name.

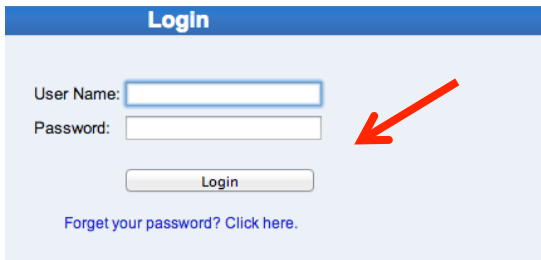
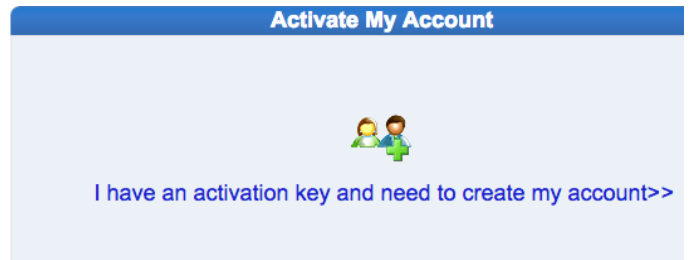
*If you have never set up your portal account, please contact your school office.*

Please follow these steps:

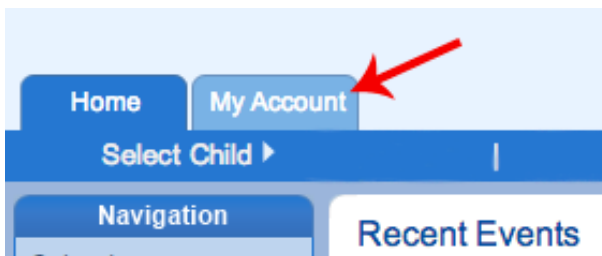
1. Click on this link or log in to the Parent Portal at <https://mymps.mpsaz.org/#parents>.
2. Click on **Attendance and Grades**.



3. Input your Parent Portal user name and password. Click **Login**.

A screenshot of the Parent Portal login form. It has a blue header with the word "Login". Below the header, there are two input fields: "User Name:" and "Password:". Below the "Password:" field, there is a red arrow pointing to a "Login" button. At the bottom, there is a link that says "Forget your password? Click here."

4. Click the **My Account** tab.



5. Locate the **Adult ID** 8-digit number just above the primary email address.

**Personal Information: NOTE - T**  
directly to change your personal i

Name	User ID
<b>Adult ID</b> <b>12345678</b>	
Primary Email:	<input type="text"/>
Email #2:	<input type="text"/>
Email #3:	<input type="text"/>
Email #4	<input type="text"/>
Email #5	<input type="text"/>

**This is your Web Pay user name.**

*If you have previously changed your user name or password, please use that account log in information.*

### What is my Web Pay password?

Your password is up to the first eight characters of the parent's last name.

- is case-sensitive
- may be less than eight characters
- contains spaces and hyphens
- but not apostrophes

**Personal Information: NOTE - T**  
directly to change your personal i

Name	User ID
<b>McDonald</b>	
<b>Jones</b>	
<b>Smith-Jo</b>	
<b>DAngelo, not D'Angelo</b>	