NEW MEXICO
Public Education Department

Family Portal Help Guide

https://nmparentportal.emetric.net

This document was created to help parents and guardians navigate the portal. Click on the sections below or scroll to the next page to see step-by-step instructions.

Getting Started
Resetting your Password
Testing History View
Detailed Test View

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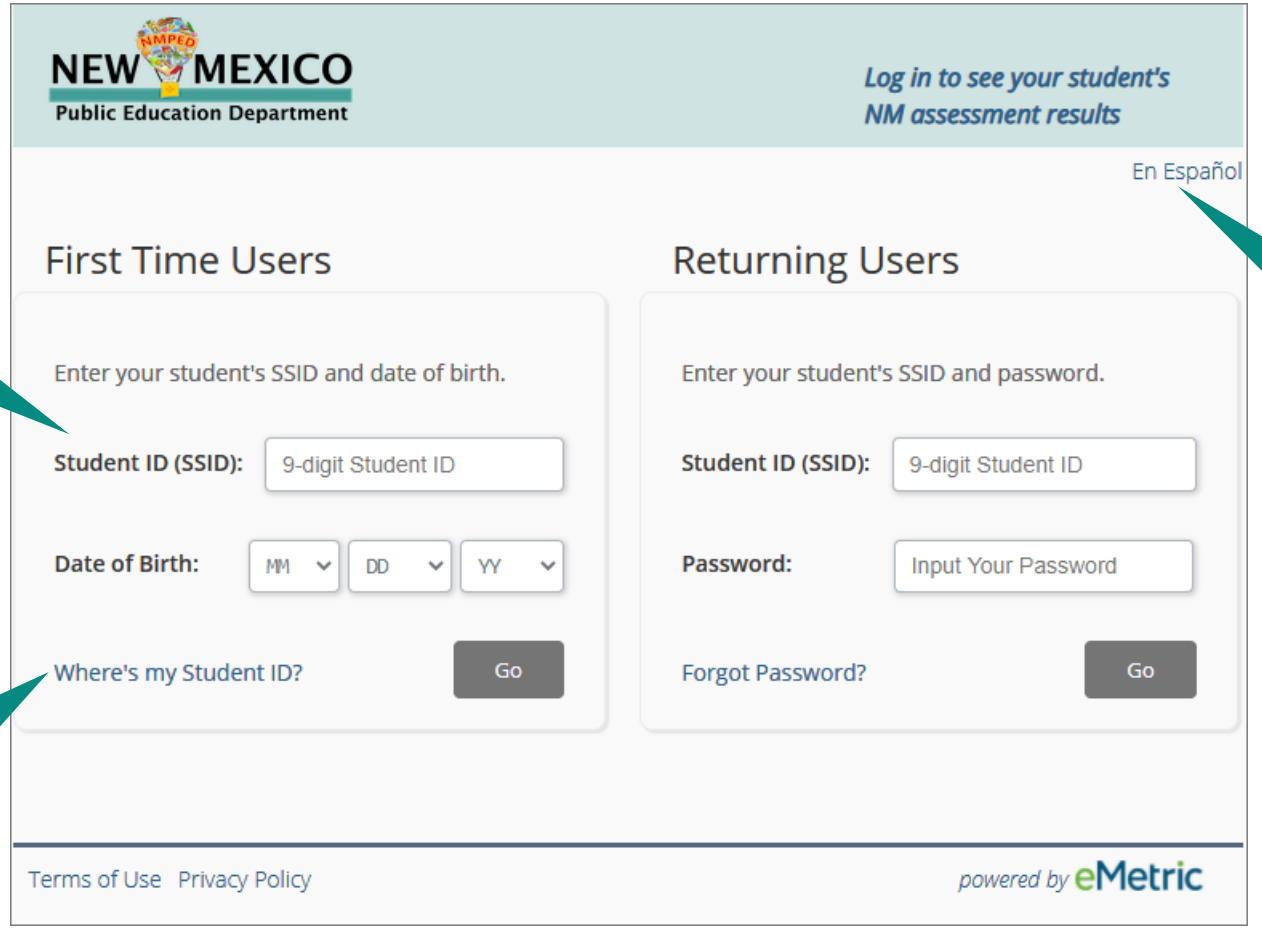
Getting Started

First time users will need to create an account. Enter your student's Student ID and Date of Birth, then click **Go**.



Click En Español to view the site in Spanish.

If you are unsure of your student's Student ID, click on **Where's my Student ID?** for detailed help.

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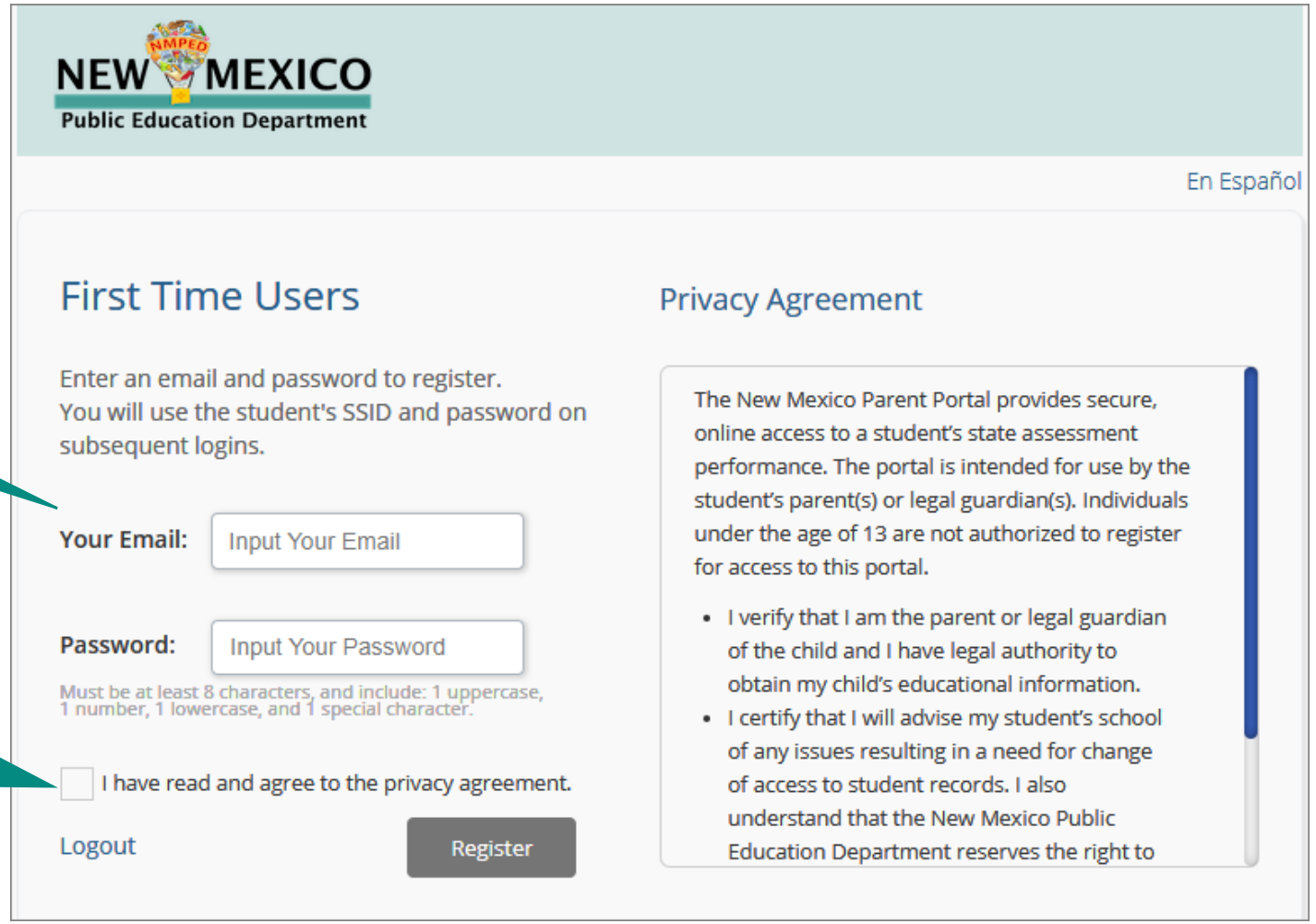
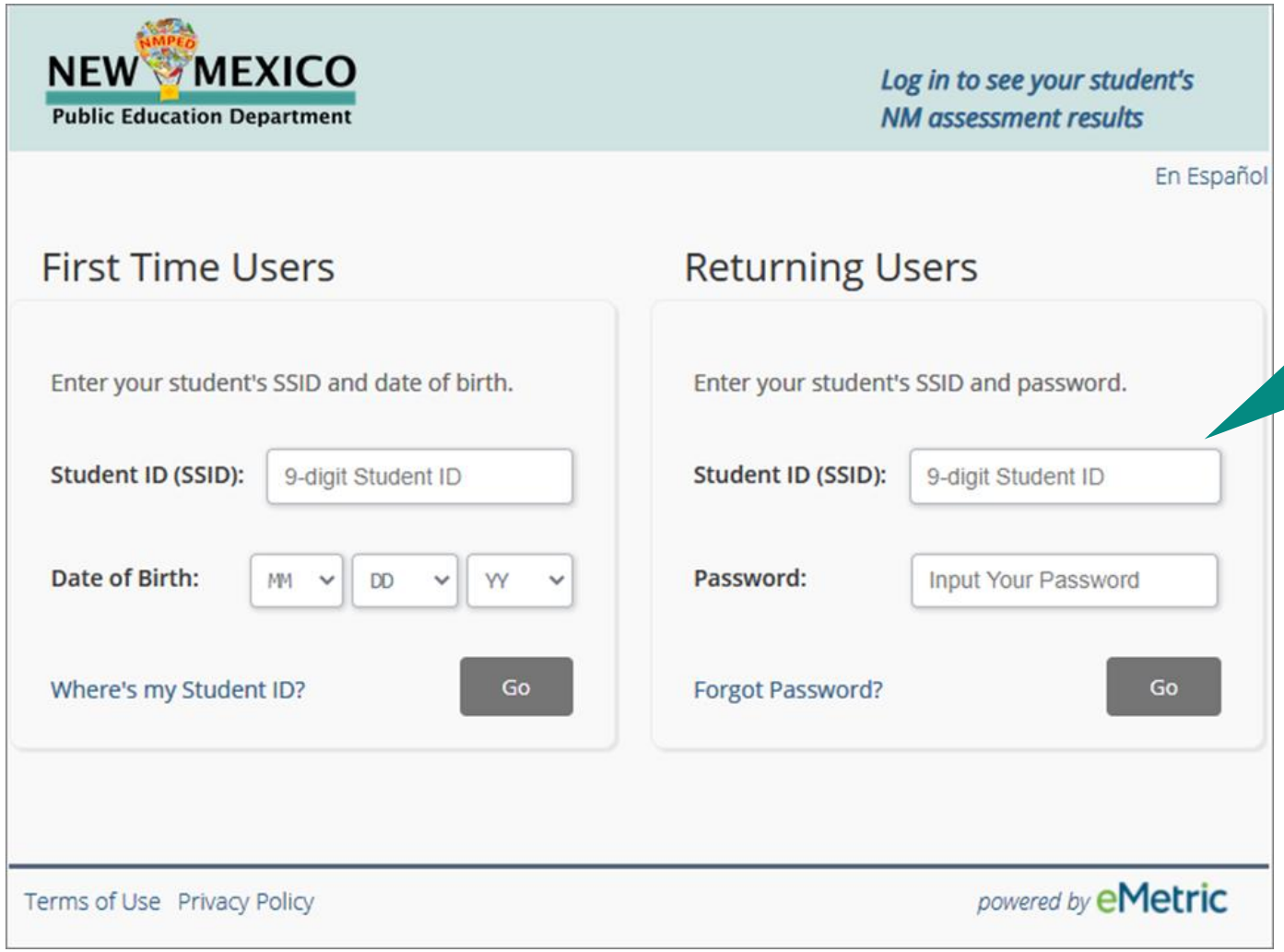
Getting Started: First Time Users

Enter your email address and create a password. Be sure to follow the password requirements listed.

Read the Privacy Agreement carefully. Check the box indicating that you have read and agree to the privacy agreement. Click **Register**.

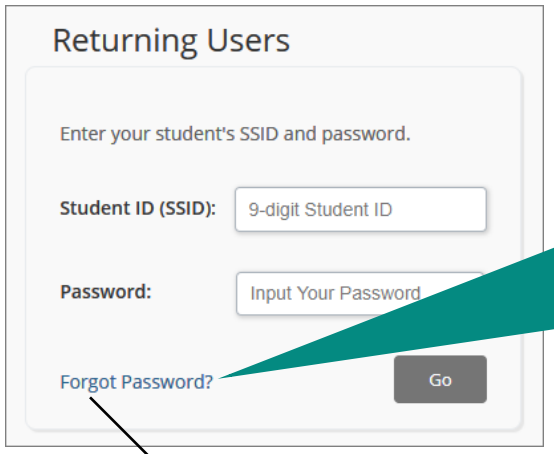


Getting Started: Returning Users

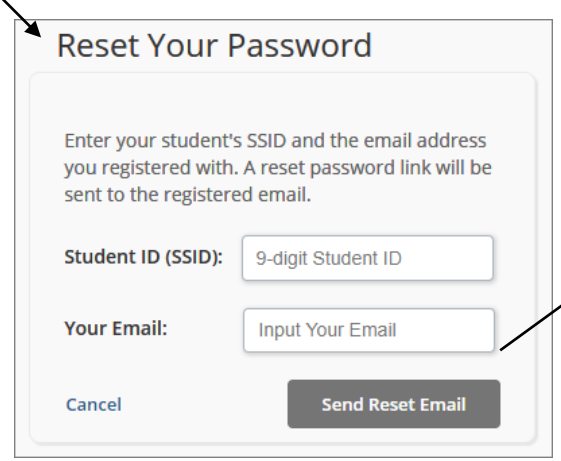


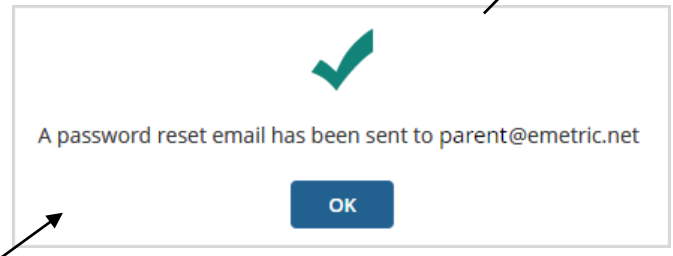
Returning users will enter your student's Student ID and the password created during Family Portal account creation, then click **Go**.

Resetting your Password



If you forgot your password, click on **Forgot Password?,** enter your student's Student ID and your email, then click **Send Reset Email**.





Click **OK** when you receive the reset email confirmation message.

Check your email and follow the link provided. The email will be sent to the address entered when creating your account. You will be prompted to reset your password in the portal.

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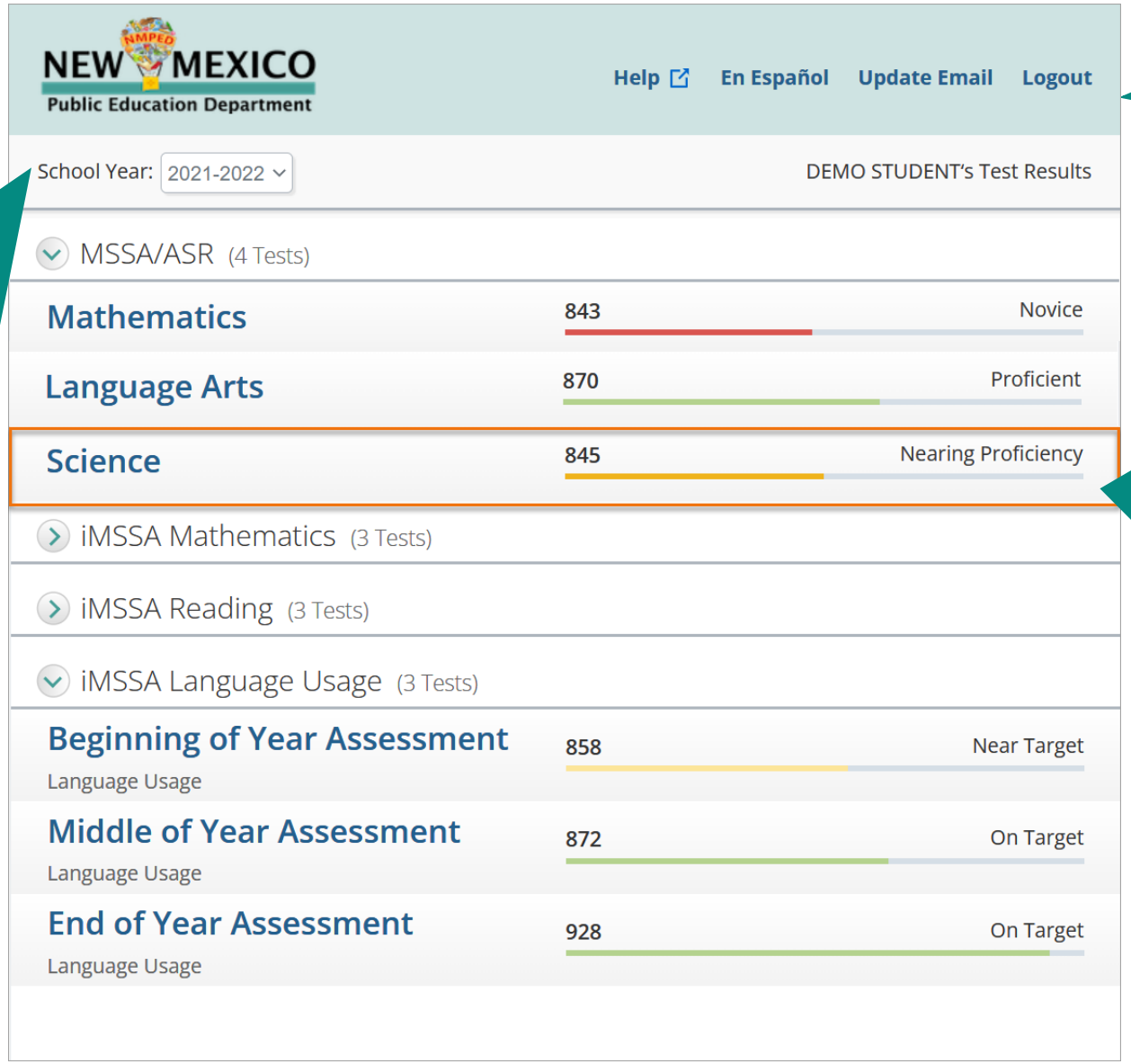
Testing History View

Once logged in, you will arrive at your student's testing history page. This page displays a list of tests that your student has taken with the test's score and achievement level. Click on a test to view the detailed Test Results report. Click the "School Year" drop-down list to switch between testing years.



To sign out of the portal, update your email address, or view the site in Spanish, click on the respective links.

Each test program your student participated in for the selected school year will be displayed. For the MSSA/ASR program, each tested subject (Math, Language Arts and, for grades 5, 8 and 11, Science) will be listed. For iMSSA, the tested subject (Math, Reading and Language Usage) and then test window (Beginning, Middle and End of Year) will be listed. SAT results for 11th graders are also available. *Note: Students may not test in all test windows or subjects.*

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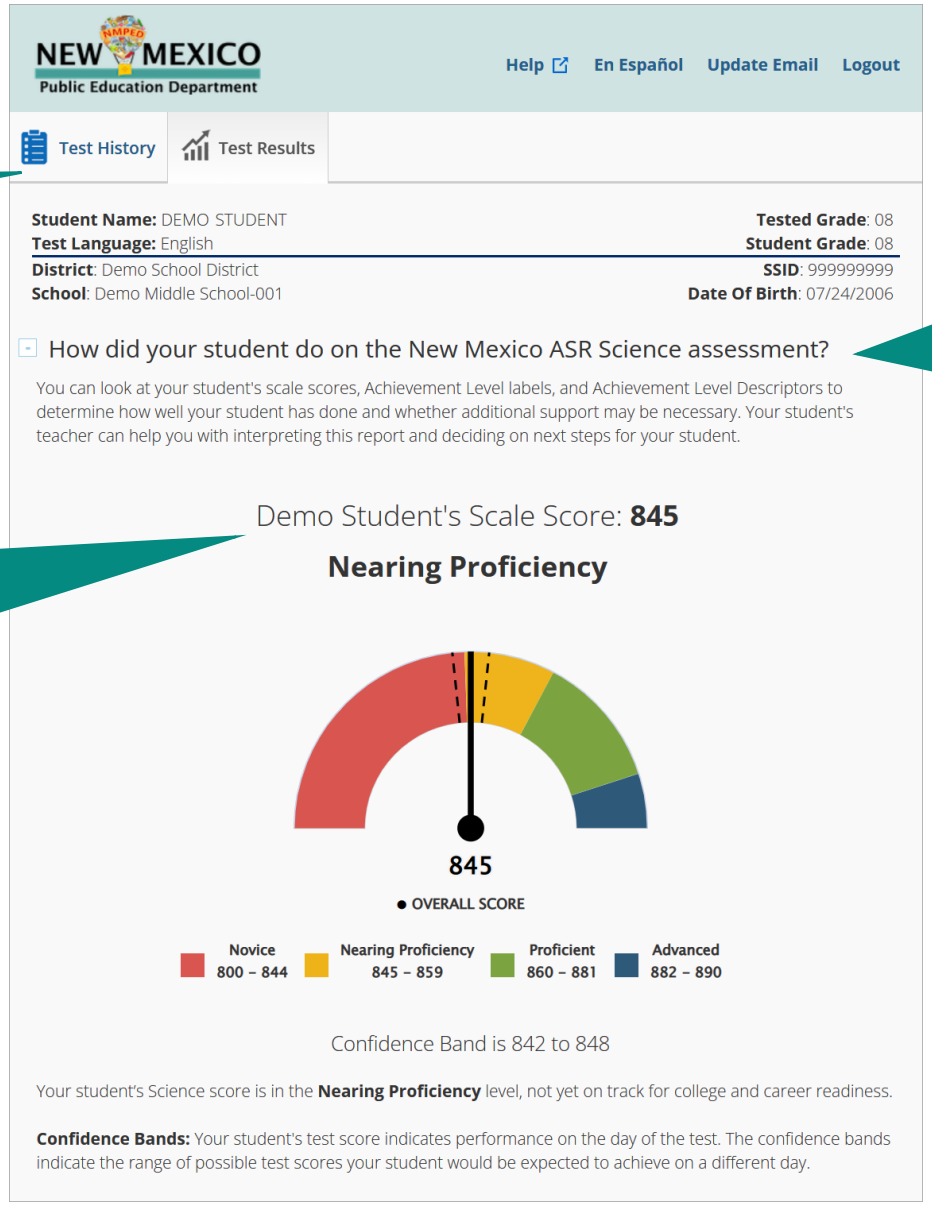
Detailed Test View

To return to the Test History page, click **Test History**.

On the Test Results page you will see your student's overall score and achievement level for the test selected on the Test History page.



Detailed Test Results reports will differ slightly across testing programs (MSSA/ASR, iMSSA and College Board SAT). The MSSA/ASR Science Test Results report is depicted in this example.

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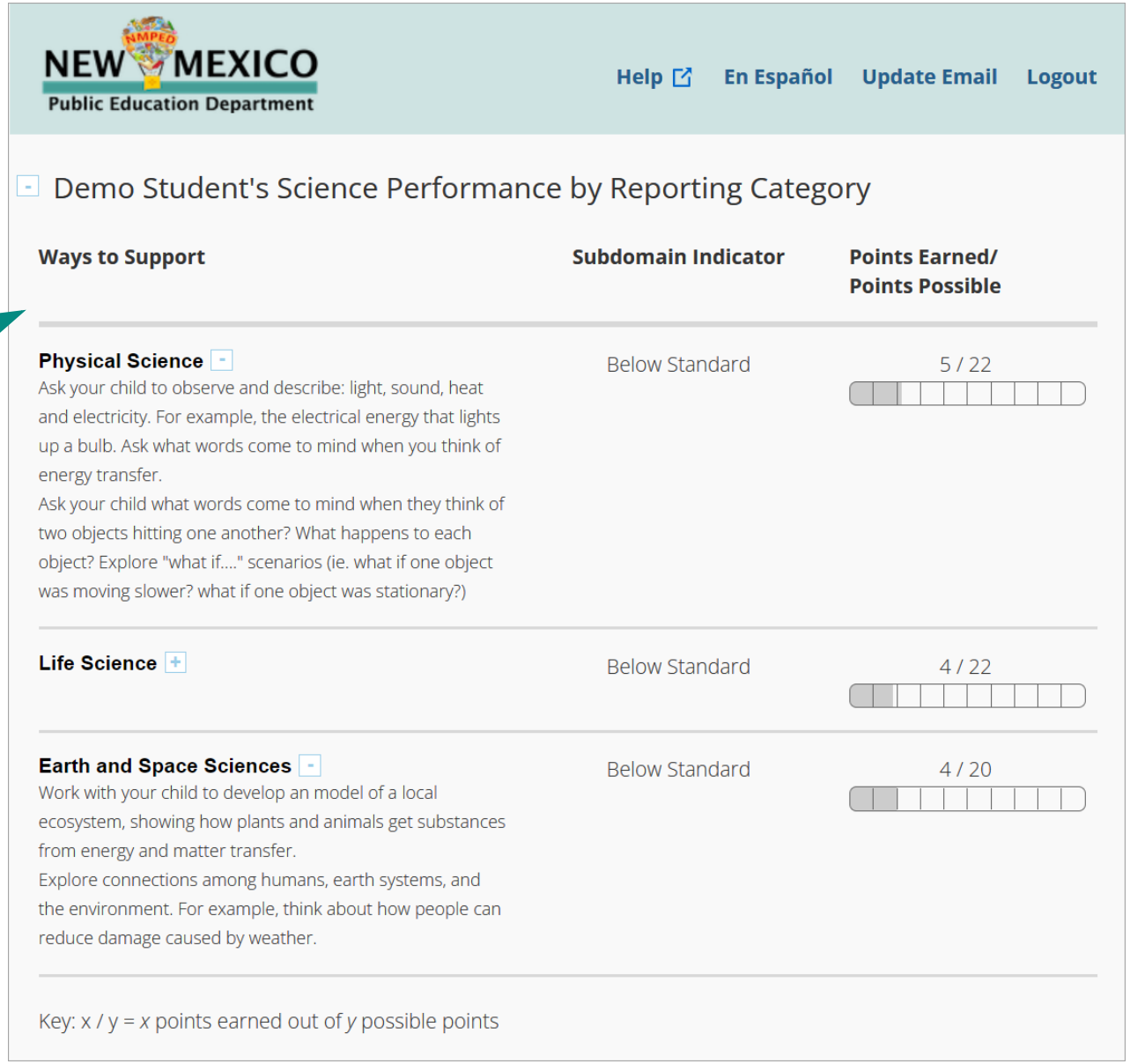
Detailed Test View

As you scroll, you will see your student's achievement level in specific knowledge and skills for the selected subject. This information can be used to identify your student's strengths (i.e., above, at or near standard) and potential areas of improvement (below standard).



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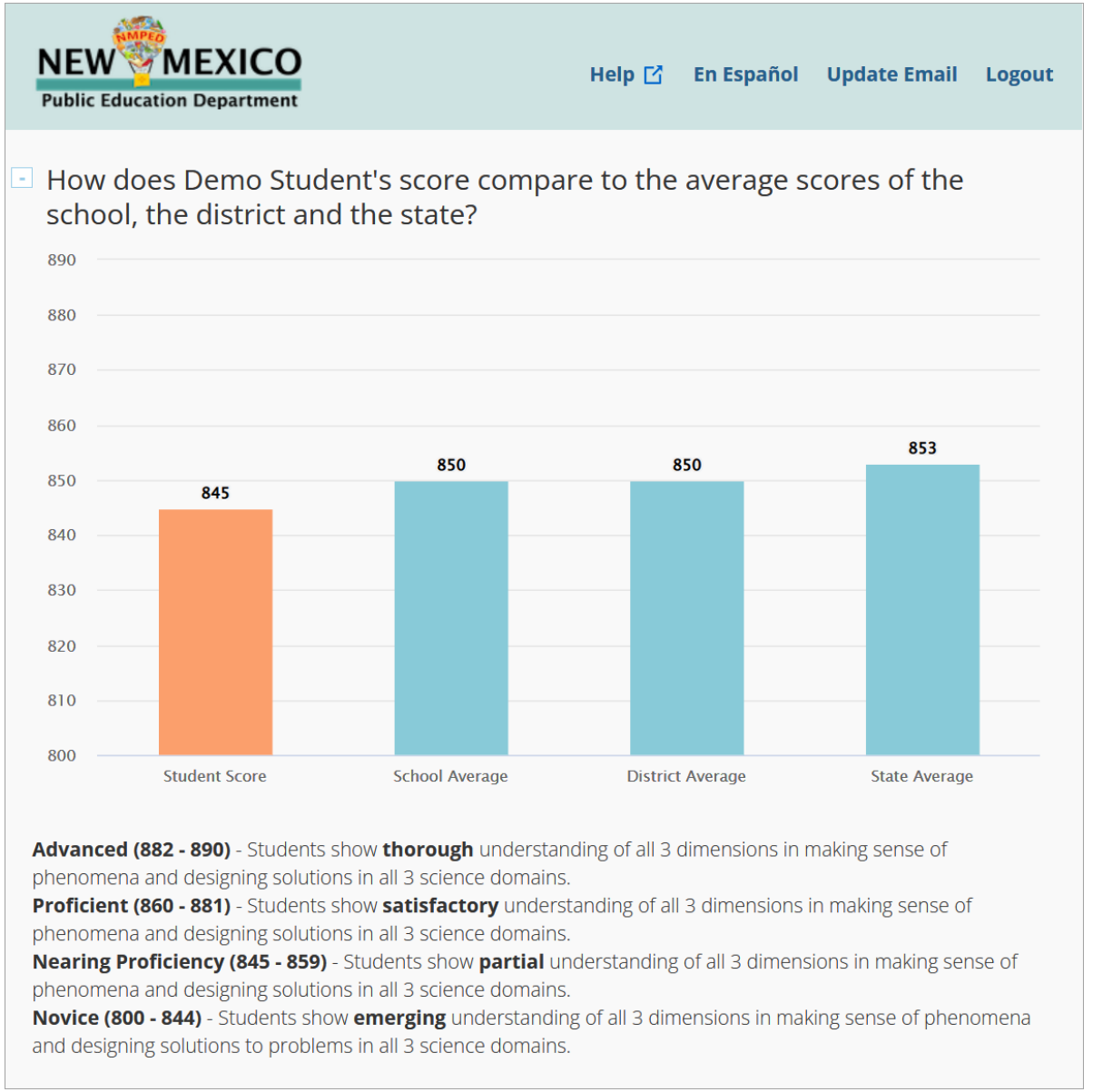
Detailed Test View

Next you will see your student's comparison graph. This graph shows you how your student's scores compare to other New Mexico students who took the same test.



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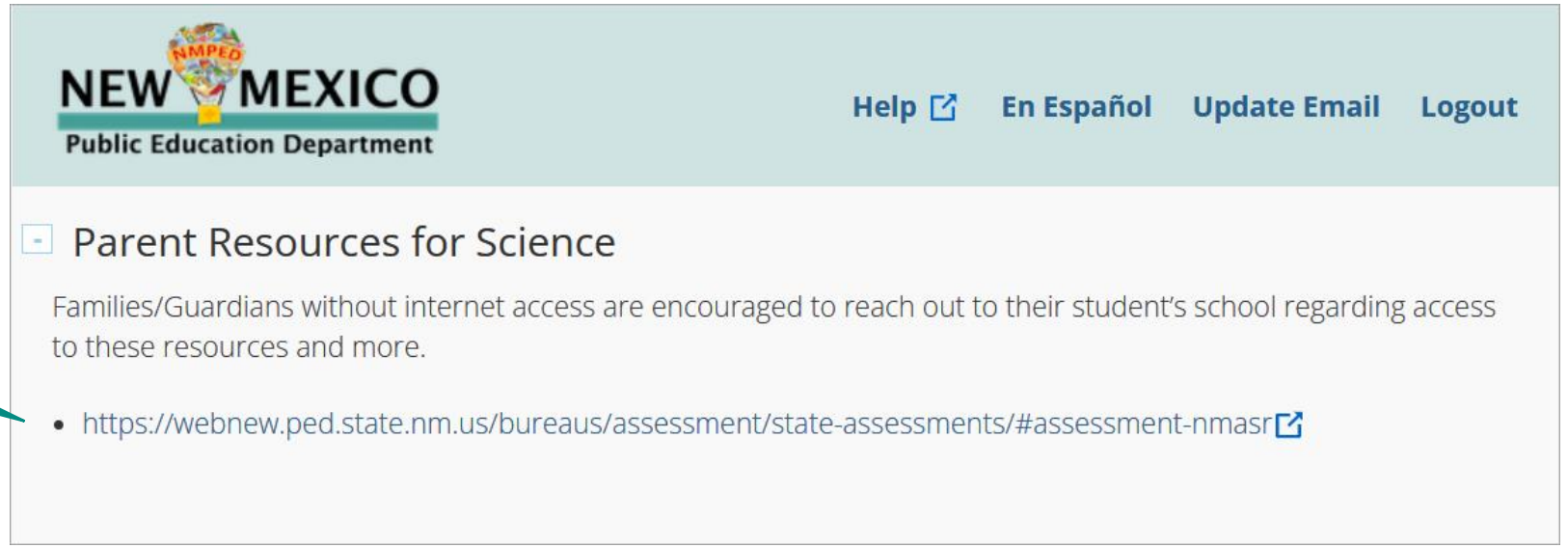
Detailed Test View

At the bottom of your student's detailed test results a link is provided for additional information about the assessment.



Use your browser's functionality to print any of the pages within the Family Portal.