

# St. Vrain Valley Schools

## How to Pick Days of Care in Parent Portal

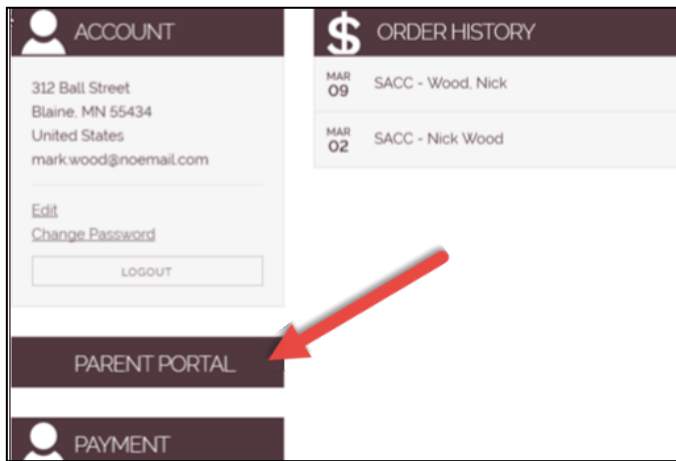


Select the days of care your student is expected to attend at:  
<https://StVrain.RevTrak.net>

### Login to Existing RevTrak Account



### Select Parent Portal



- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **“My Account”** from the top navigation bar on your screen.
- ◆ Within the **“My Account”** page, select the **“Parent Portal”** button that should appear just between the **“Account”** and **“Payment”** sections of your account.
- ◆ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

### Select Calendar Icon



### Select Days of Future Attendance

- ◆ A calendar will appear where you can select the checkbox next to the days your student is expected to attend. (All selections are saved in real-time)
- ◆ Once you have selected all necessary days, close out of the window.

