

1. Go to [www.westville.k12.ok.us](http://www.westville.k12.ok.us)
2. Click "Gradebook Portal" on the top menu
3. Select "[Gradebook Portal](#)"
4. Click "Request an Account"
5. Check the "Guardian" box and then click "Continue"
6. Enter the email address that you provided as the Primary Guardian Contact Email and click "Continue"
7. A verification will be sent to the email address you provided. (this email will be from SylogistEd if you do not receive it within a few minutes be sure to check your junk/spam folder)
8. Enter the verification code and click verify
9. Then enter your mobile phone number and choose text message or voice call and click "Continue"
10. Then enter the verification code that was sent to your mobile number and click "Verify"
11. Enter your First, Middle, and Last Names and click "Continue"
12. Verify the information is correct and click "Submit"
13. A confirmation screen will appear to show your request was submitted successfully.
14. You will receive further instructions in the email provided after the district has reviewed your request.
15. Once you complete this process you should be able to log into SylogistEd. .