**Parent “How To” Access My CSN Portal**

1. **Browse to the CSN website Home Page:**
   
   [https://www.communityschoolnaples.org](https://www.communityschoolnaples.org)

2. **Click on the “My CSN Login” link at the top of the page.**

3. **Enter username and password in the “Site Login” fields. Usernames consist of first and last name, no space, I.E. “Johnsmith” (if you have forgotten your password, please go to Step #5).**

4. **After successful login, you will be on the Parent Portal page that provides various school-related resources and group pages, including the academic courses for your student(s).**

5. **If you have forgotten your password, please click the “click here to retrieve your password” link located directly above the login field.**

6. **On the next page click “I Forgot My Username or Password” link.**

7. **On the next page enter your username and email address. Then click “Get User Name/Password.”**

8. **Login to your email account. You will have received an email message from:**
   
   bmcwhirter@communityschoolnaples.org

9. **This email will contain a link to re-set your CSN portal password. This link is valid for 72 hours only. New passwords must be at least 5 characters long and be alpha numeric.**