

Creating a Generic School Parent UMRA User ID and Password

We wanted to formalize this process with a “special School Number UMRA ID.” This will allow us to monitor the enrollments and identify students registered in this manner through a variety of reports.

Please remember that this User ID is to be used ONLY for assisting parents with registering their child for Summer Bridge. While there may be rare occasions beyond that to use this Generic School UMRA ID, but the school should typically contact Student Assignment to discuss the circumstances before using this ID.

Here are the steps.

1. In UMRA, go to “Create Parent Account”
2. For the First Name enter your “school name”
3. For the Last Name enter your “4 digit cost center number. This will create a p._____ school account with the 4 digit cost center and the first initial of your school name (i.e.p.5940s)
4. For the Home Phone enter you “school phone number”
5. You can skip Work Phone and Cell Phone
6. For Email, you can enter “M/A”
7. For ID information, Select Passport
8. For the ID# enter your “cost center number followed by 3 zeros” (i.e. 5940000)
9. For the Expiration Date, enter “today’s date”

The next important thing to do, is on the next day you should change the temporary password by registering for SSRPM (see the instructions below)

How to change the User ID and Password

- 1)** Go the Main Web page and click on forgot my password
- 2)** Then click on enroll to the SSRPM
- 3)** Type in the user ID and password you have for the school
- 4)** Answer the question choose the one that says (what is the 5 digit zip code)
- 5)** You will put in the answer box your school zip code
- 6)** Answer the second one and choose the one that says (what is your favorite team)
- 7)** Your answer will be your school team
- 8)** Then once you answer both question click on the enroll button in the bottom

Next you will click on the reset password link and change your password to a new one that will not expire