



Setting up your Knox Email & PlusPortal Account

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STEP 1: Create Your Email Account

Between the months of July and August, new Knox families will receive an email with important information about setting up your Knox email account.

Subject: *Knox Student Email Account*

Message:

Greetings from the Knox IT Department!

Enclosed is the Knox School email account for “Your Child “

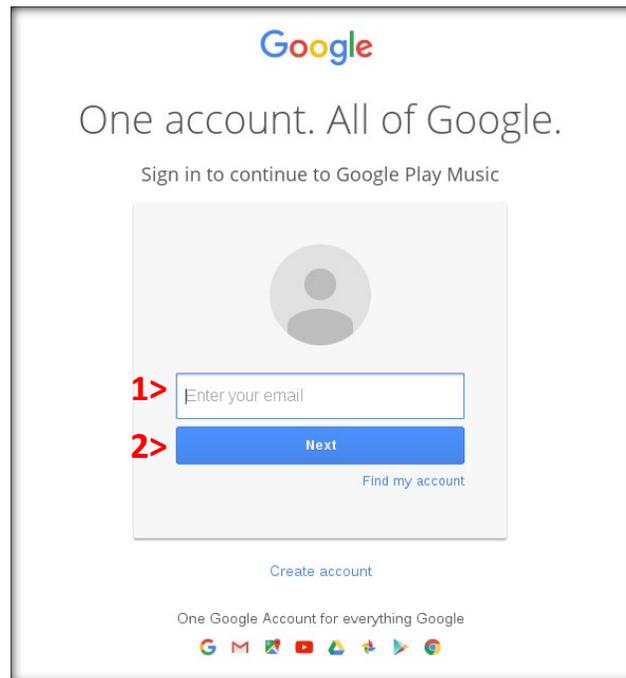
Please log on and create your account immediately so you can begin receiving important information from the School.

Sign in at the link below:

<https://apps.google.com/user/hub>

Username: yourchild@knoxschool.org

Password: xxxxxxxx



STEP 2: Create Your PlusPortals Account

Your email account must be set up before creating your PlusPortal account (See Step 1)

Subject: *Welcome to The Knox School's Registration Portal*

Message:

Dear *Your Child*,

You may now login to The Knox School PlusPortals by clicking the below link or copying and pasting it into your browser:

<https://www.plusportals.com/Account/Activate?School=TheKnoxSchool&ID=5DEC73DB39BA4BEF8C05FA9416914A4B>

Clicking on the link above will lead you to a page where you can set your password. After setting your password, you will be able to login to PlusPortals.

****Your Login is Your Email** you just need to create a password.

THE KNOX SCHOOL PLUS PORTAL SIGN-IN SCREEN:

