

Division of Specialized Care for Children

How to Register for the DSCC Family Portal on a Computer

Welcome to the Division of Specialized Care for Children's (DSCC) Family Portal!

Here is how to get started.

First, open your internet browser, such as Google Chrome, Firefox, or Edge. Type or copy the portal website in the browser's address bar: <https://go.uic.edu/DSCCFamilyPortal>. Press enter on your keyboard. The web page will refresh.

You should now see the login screen for the Family Portal. There are two places you can click to access the registration page (see the screenshot below):

- In the upper right-hand corner of the screen
- Under the sign-in button

Either option will take you to the same page.

You are not signed in | Register

DSCC Family Portal

Sign In
Sign in using your user name and password

User Name

Password

[Did you forget your password?](#)

[Sign In](#)

[Don't have a user name? Register now.](#)

At the top of the registration page, you will see the password requirements. You will need to set up a unique password for the portal just as you do for your email, social media accounts, etc. This password must be 10 characters long. It also must have at least:

- One number
- One character that isn't a letter or number, such as an exclamation mark, brackets, the @ sign, etc.
- One capital letter

Now, fill in your information. Boxes with red asterisks (*) must have a response.

ClientTrack requires that passwords:

1. Must have at least one number
2. Must have 10 characters
3. Must have at least one non-letter, non-numeric character (such as !,.,()[]@#\$\$%^&*())
4. Must contain at least one capital letter

First Name: *

Middle Name:

Last Name: *

Email: *


User Name: *

Password: *

Confirm Password: *

Participant's First Name:

Participant's Last Name:

Participant's Birth Date: 

Phone Number:

I agree to the [Terms and Conditions](#): *

Enter your first and last name and your email address. When you click the User Name box, it will automatically fill in your email address.

Next, enter a password. Remember, the password requirements are at the top of the page. Enter your password again in the Confirm Password box.

Next, enter your child's name in the participant's first and last name boxes. Enter your child's date of birth by typing in the date or by clicking the calendar icon. When using the calendar icon, the double left arrow will jump backwards by one year every time you click. The single left arrow will jump back one month every time you click. "Today" will bring you back to the current day's date. The single right arrow will jump forward one month every time you click. The double right arrow will jump forward a year every time you click. Using the "x" in the upper right corner will close the calendar.

Click the words "Terms and Conditions." This will direct you to a page to read the terms and conditions of using the portal. After you have read the terms and conditions, return to the registration page by clicking the browser's back arrow. On the registration page, click the check box to agree to the terms and conditions.

The **last step** is setting up a security question and answer. Security questions and answers should be memorable and not something others could easily guess. Avoid questions such as asking, “What was your first job,” “What elementary school did you attend,” or “What is your mother’s maiden name.” Hackers can easily find the answers to these questions. Instead, choose questions such as “Where did you meet your significant other” or “What was the name of your first pet.”

Security Question

If you forget your password, you can reset it by answering the question you enter with the answer you provide. Note that the answer will have to be entered exactly as provided below (case-sensitive).

Security Question: *

Security Answer: *

Confirm Answer: *

If you forget your password, you can reset it by answering your security question. Please note the answer is case-sensitive. You must enter it exactly as you wrote it.

For more tip sheets and videos explaining how to use the DSCC Family Portal, visit our website at dsc.unc.edu.

