How to Create Your Parent Access Account

1. Click on Create an account

![Create an account form]

2. Fill in the following information

Parent Information
- First Name: Diane
- Middle Name: Marie
- Last Name: Jones
- Email: djones@yahoo.com

Account Information
- User Name: djones72
- Password: ********
- Confirm Password: ********

Passwords must:
- Be a minimum of 8 characters
- Include at least 1 number & 1 letter

Student Information
- Registration Key: VRZS3PDQZS
- Student First Name (Legal Name): Johnny
- Student Last Name: Jones
- Student Birthdate (mm/dd/yyyy): 11/12/1994

3. Click on the Register Button
4. If your account is registered successfully, you will be brought back to the login screen so that you can sign in with your new account.

![Login Screen](image)
How to Link Children in Parent Access

1. Log Into Parent Access

   ![Parent Access Login Screen]

   - User name: djones72
   - Password: [redacted]
   - Sign on

2. Click on Manage Students

   ![Manage Students Screen]

   - Summary for Student’s Name:
     - Grades:
       - Course: Informational Literacy 7
       - Grade: 100.0%
       - As Of: 9/9/2012
     - Assignment Details:
       - Date: Sep 7
       - Assignment: p.26 #14-47
       - Mark: 55
     - Homework:
       - Homework due today or next 2 days:
         - No homework is posted to the web with a due date within the next couple days. Please check your planner or notes.
     - Daily Attendance:
       - Attendance notes for the year:
3. Click on the ‘Link a new student’ Button

4. Fill in the information for the additional child

5. Click on the ‘Link Student’ Button
6. Look for the verification that the student was successfully linked

7. Click the Home Button

8. Change which child to view by clicking the student buttons at bottom of page