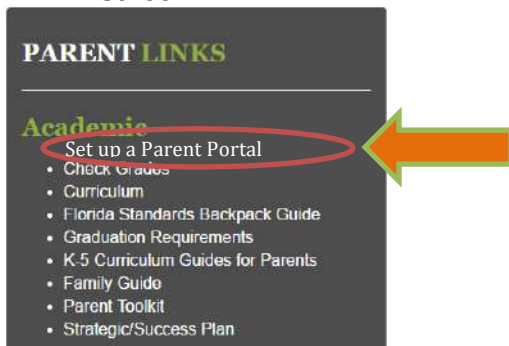
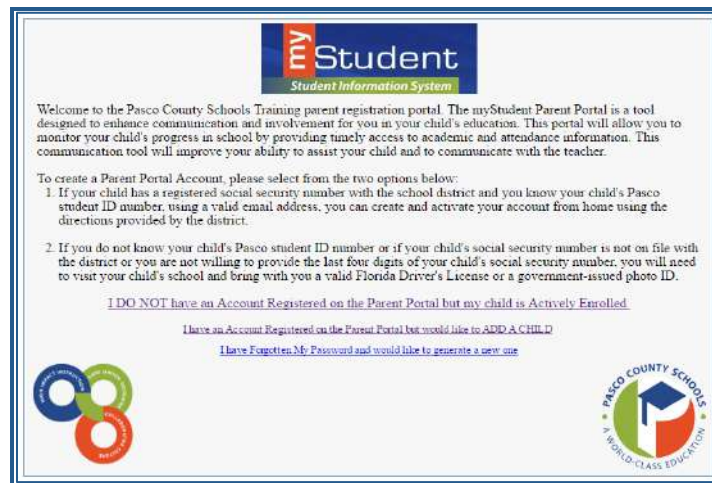


For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To establish a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

1. Log on to the following Site: <http://www.pasco.k12.fl.us/parents> and select **Set up a Parent Portal Account** under the **PARENT LINKS** menu area located on the right hand side of the screen.




2. On the entrance screen is a message with three (3) options to choose from:
 - [I DO NOT have an account registered on the Parent Portal but my child is actively enrolled](#) (Start from step three below.)
 - [I have an account registered on the Parent Portal but would like to ADD A CHILD](#) (Start from step five (5) below.)
 - [I have forgotten my password and would like to generate a new one](#) (Start from step ten (10) below.)



3. If you do not yet have a parent account, click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled**.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)

4. Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click **Submit**.



Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)

Middle Name: (Optional)

Last Name: (Required)

Email Address: (Required)

5. Enter the required information to identify your child. There are three requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Request Access to the Parent Portal

Please enter your child's information:

Last 4 Digits of Social Security Number: (Required)

Student ID: (Required)

Student's Birthday: (Required)

6. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click **I would like to ADD ANOTHER CHILD**. Otherwise, click **I am FINISHED adding students CREATE MY ACCOUNT**.

Students



Student's Name

[I would like to ADD ANOTHER CHILD]

[I am FINISHED adding students CREATE MY ACCOUNT]



7. A. To **Add Another Child**, enter all of the information required and click **Add Student**.
NOTE: This step can be completed as many times as necessary, or at a later date if needed.

Please enter your child's information:

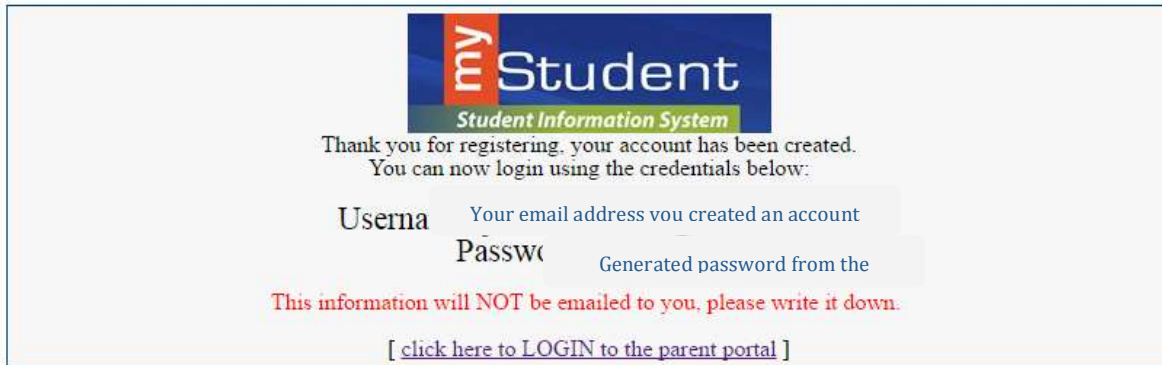
Last 4 Digits of Social Security Number: (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: (Required)

Student's Birthday: (Required)

- B. When you click **Create My Account**, a confirmation message will appear with your username and password. A link to the Parent Portal login screen is also provided.

NOTE: Your username and password will not be emailed. Make sure to write it down or put it in your phone.



The image shows a confirmation screen for the myStudent Student Information System. It features the myStudent logo at the top. Below the logo, it says "Thank you for registering. your account has been created. You can now login using the credentials below:". There are two fields: "Username" with the text "Your email address you created an account" and "Password" with the text "Generated password from the". Below these fields, it says "This information will NOT be emailed to you, please write it down:". At the bottom, there is a link: "[click here to LOGIN to the parent portal]".

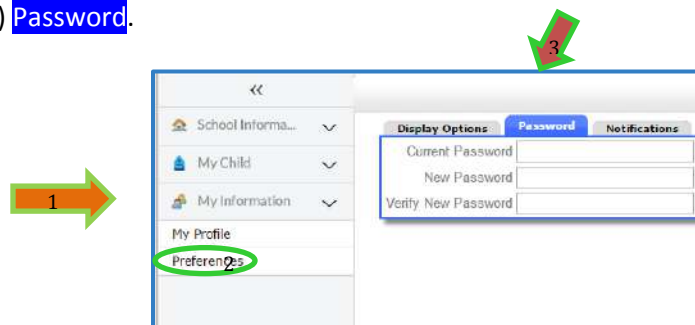
8. Enter your new username and password on the Portal login screen. Click **Log**.



The image shows the login screen for the myStudent portal. It has a blue background with a car image. There are two input fields: "Username" and "Password". Below the "Password" field, there is a link: "Parents: Forgot Password?". At the bottom right, there is a red "Log In" button. At the bottom center, there is a logo for "FOCUS School Software".

FOCUS is the name of the company that powers our myStudent platform, you are in the correct log

9. When you first log into myStudent, you can change the generated password by selecting the left hand sidebar menu and selecting (1) **My Information** and then selecting (2) **Preferences** and selecting the tab area entitled, (3) **Password**.



The image shows the myStudent user interface. On the left is a sidebar menu with options: "School Informa...", "My Child", "My Information", "My Profile", and "Preferences". A green arrow labeled "1" points to "My Information". In the "My Information" section, "Preferences" is circled in green. A green arrow labeled "2" points to "Preferences". On the right, there are three tabs: "Display Options", "Password", and "Notifications". The "Password" tab is selected. A green arrow labeled "3" points to the "Password" tab. The "Password" tab contains three input fields: "Current Password", "New Password", and "Verify New Password".

Enter the generated password, a new password, and the new password again to verify the entry. Click the **Save** in the top right corner.

Once selecting **Save**, you will see **Note: Your new password was saved** in the top of the box area.

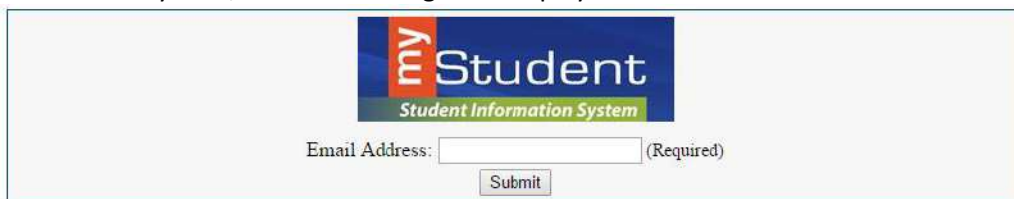


The screenshot shows a web interface with three tabs: "Display Options", "Password", and "Notifications". The "Password" tab is active. Below the tabs, there is a green "Note" stating "Your new password was saved." Below the note are three input fields labeled "Current Password", "New Password", and "Verify New Password".

10. A. If you do not have a password, you can generate a new one from the **Request Access** screen.

[I have Forgotten My Password and would like to generate a new one](#)

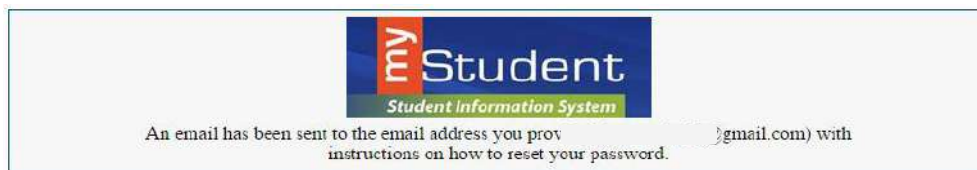
B. Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.



The screenshot shows the "myStudent Student Information System" logo at the top. Below the logo is a form with the label "Email Address:" followed by a text input field and the text "(Required)". Below the input field is a "Submit" button.



The screenshot shows the "myStudent Student Information System" logo at the top. Below the logo is a red error message: "The email address entered does not exist." Below the error message is a form with the label "Email Address:" followed by a text input field containing "parent@gmail.com" and the text "(Required)". Below the input field is a "Submit" button.



The screenshot shows the "myStudent Student Information System" logo at the top. Below the logo is a success message: "An email has been sent to the email address you provided (parent@gmail.com) with instructions on how to reset your password."