

How to use esembler

- 1) Enter the following on your address line: <https://grades.pasco.k12.fl.us>
- 2) You will see this:

Welcome to eSembler for Pasco County Schools.

Secondary students and parents need to register once each school year.

If student data is not matching, example: SSN, please contact the school to confirm information with the data entry operator (DEO).

To see what date an absent occurred for a class: Reports > Attendance > By Date > This Grading Period

Any questions email: esemblerhelp@pasco.k12.fl.us

Announcements For Teachers

The FTE Attendance Certification form is available in the digital locker

TEACHERS: Qtr. 1 report card grades will be collected at 9am on Thursday 10/25/12

PSAV TEACHERS: Progress 2 grades will be collected at 9am on Thursday 10/25/12

To access eSembler for 2011-12 [Click here](#)

To access eSembler for 2010-11 [Click here](#)

To change your eSembler password [Click here](#)

To access the digital locker: [Tools>Other Tools>Manage File Locker](#). Once in the locker select the desired document.



Sign In Here

username

password

[forgot your password?](#)



Parents & Students

If you're a parent or student and you need gradebook access, please [click here](#) to create a new account!

- 3) If you already have an account, enter your username and password in the sign-in box. If you don't have an account, click on the following:



Parents & Students

If you're a parent or student and you need gradebook access, please [click here](#) to create a new account!

- 4) Once you have clicked on the "Create new account" button above, you will be taken to this screen:



Create Account

*first name

*last name

*username (e-mail)

*password

*confirm password

*who are you:

*home phone

mobile phone

mobile phone carrier

* Required Fields

I have read and understand the Terms and Conditions.

To get started, you need to first create a new user account. After your account is created, you will be asked to add one or more students to your account. After adding the students, you will then be able to view their information.

- 5) All of the lines with a * beside them MUST be filled out to create an account. Please use an actual email account, because a link will be sent to this email address before your account can be activated. The link you will receive looks like this:

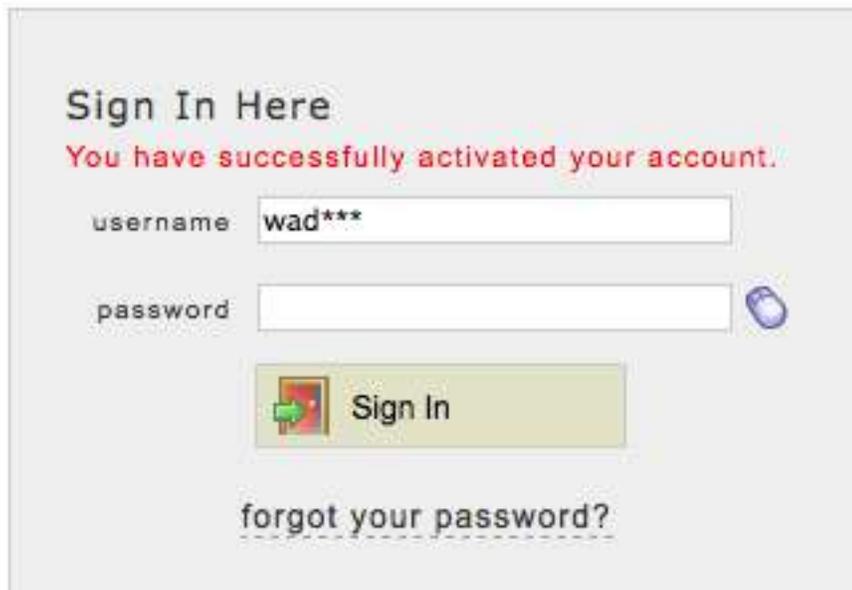
Dear Bill Adams:

To confirm your identity and ensure the security of student data, click on the link below to activate your grade book account in Pasco County School District. This account must be activated before you can add students to your account. Your account will not be activated until you click this link:

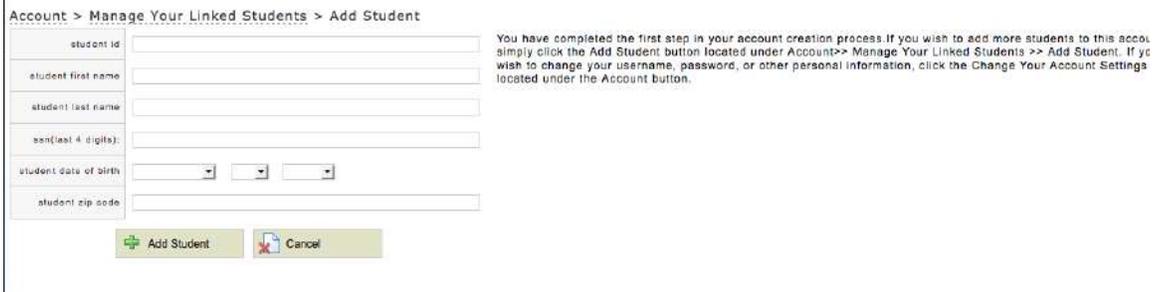
<https://grades.pasco.k12.fl.us/check.aspx?86F3E782B8324DF0B7F8>

District Administrator
Pasco County School District

- 6) Once you click on this link, you will be taken back to the start page. You will have a message above the sign in box saying "You have successfully Activated Your Account"



- 7) Log in using the email address and password you created in step 4.
8) We're almost done creating your account!! After you log in on step 7, you will be taken to this screen:



- 9) Fill in all of the information, and you have now created an account!