


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 **Check Grades / Attendance** under the **PARENT LINKS** menu area located on the right hand side of the screen.



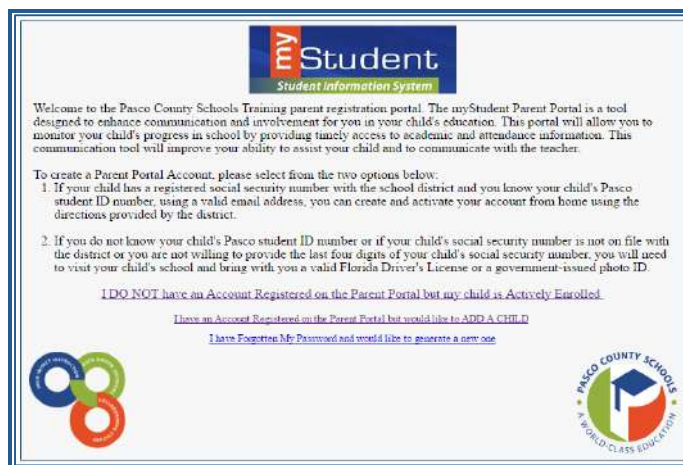
2. You will select Parents: please use this [link](#) to register for an account.



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

## Creating a Parent Portal

3. 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.)

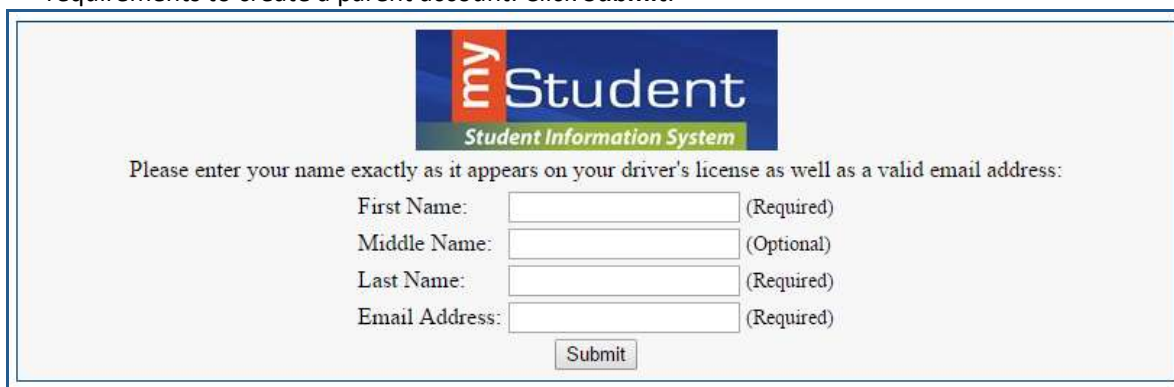


The screenshot shows the 'myStudent Student Information System' logo at the top. Below it is a welcome message: 'Welcome to the Pasco County Schools Training parent registration portal. The myStudent Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to academic and attendance information. This communication tool will improve your ability to assist your child and to communicate with the teacher.' Below the welcome message are two numbered options to create a Parent Portal Account. Option 1 is for users with a registered social security number and school district ID. Option 2 is for users who do not know their child's Pasco student ID number or social security number. At the bottom, there are three links: 'I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled', 'I have an Account Registered on the Parent Portal but would like to ADD A CHILD', and 'I have Forgotten My Password and would like to generate a new one'. There are also two circular logos on the bottom left and right.

4. 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](#)

5. 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**.



The screenshot shows the 'myStudent Student Information System' logo at the top. Below it is a prompt: 'Please enter your name exactly as it appears on your driver's license as well as a valid email address:'. There are four input fields: 'First Name:' (Required), 'Middle Name:' (Optional), 'Last Name:' (Required), and 'Email Address:' (Required). A 'Submit' button is located at the bottom right of the form.

## Creating a Parent Portal

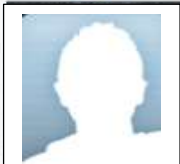
6. Enter the required information to identify your child. There are three requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Please enter your child's information:

Last 4 Digits of Social Security Number:	<input type="text"/>	(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:	<input type="text"/>	(Required)
Student's Birthday:	January <input type="text" value="1"/> 2016 <input type="text"/>	(Required)

7. 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 ]

8. 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:	<input type="text"/>	(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:	<input type="text"/>	(Required)
Student's Birthday:	January <input type="text" value="1"/> 2016 <input type="text"/>	(Required)

- B. When you click **Create My Account**, a confirmation message will appear with your username and password. A link returning back 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.**

## Creating a Parent Portal



**myStudent**  
Student Information System

Thank you for registering, your account has been created.  
You can now login using the credentials below:

**Username:** Your email address you created an account  
**Password:** Generated password from the system

*This information will NOT be emailed to you, please write it down.*

[ [click here to LOGIN to the parent portal](#) ]

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



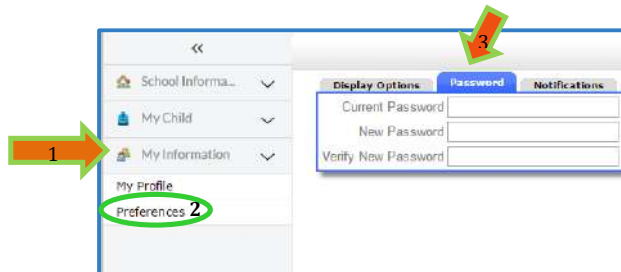
Username:

Password:

[Parents: Forgot Password?](#)

**Log In**

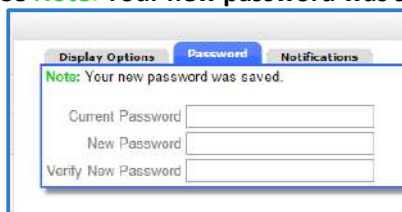
10. When you first log into myStudent, you can change the generated password by selecting the left hand sidebar menu and selecting (1) **My Information** and then selecting (2) **Preferences** and selecting the tab area entitled, (3) **Password**.



The screenshot shows the myStudent interface. On the left sidebar, 'My Information' is highlighted with a green arrow and the number 1. Below it, 'Preferences' is circled in green with the number 2. On the right, the 'Password' tab is selected with a green arrow and the number 3. The 'Password' tab contains fields for '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 the myStudent interface after saving the new password. A green message box at the top says 'Note: Your new password was saved.' Below the message are the 'Current Password', 'New Password', and 'Verify New Password' fields.

## Creating a Parent Portal

11. 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




Email Address:  (Required)



**The email address entered does not exist.**

Email Address:  (Required)



An email has been sent to the email address you provided  
instructions on how to reset your password. @gmail.com) with