

Parent Portal Available Now

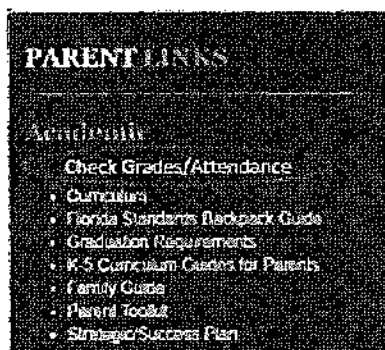


The myStudent parent portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to academic and attendance information. In addition, this tool will allow parents ongoing access to their student's test history information. This communication tool will improve your ability to assist your child and to communicate with their teacher(s).

Setting up a myStudent Parent Portal Account

Parents will access the parent portal account through the following steps:

1. Navigate to the Pasco County Schools Website
2. Selecting the PARENTS menu <http://www.pasco.k12.fl.us/parents>
3. Select **Check Grades / Attendance** under the **PARENT LINKS** menu area located on the right side of the screen.



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. If you are in need of any assistance with setting up a parent portal account, submit your inquiry to your student's school or submit an email to myStudenthelp@pasco.k12.fl.us. This is Pasco County School's gradebook/attendance system ticket system, which is monitored by multiple team members to ensure your question and inquiry is answered in a timely manner.

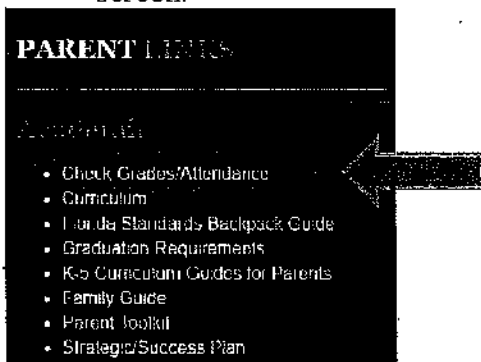
****If you need assistance in setting up your account, we will have a help session at Night of the Arts on Thursday, May 3 5:30pm - 6:45pm.**

Parent – 08/02/2017

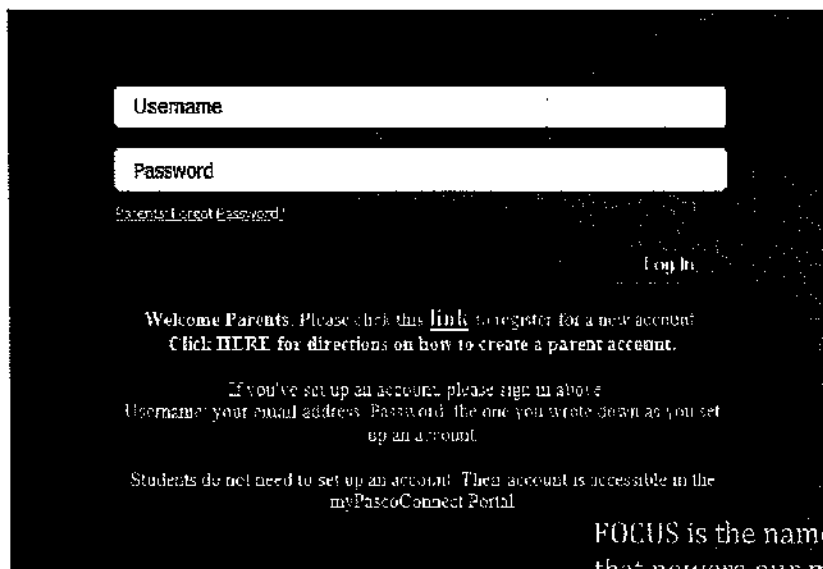
NOTE: Students will not need to set up an account and can access myStudent through myPascoConnect.

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.



The image shows a login page with two input fields: "Username" and "Password". Below the password field is a link that says "Parents: Forget Password!". To the right of the input fields is a "Log In" button. Below the button, there is a message: "Welcome Parents. Please click the [link](#) to register for a new account. Click [HERE](#) for directions on how to create a parent account." Below this message, there is another message: "If you've set up an account, please sign in above. Username: your email address. Password: the one you wrote down as you set up an account." At the bottom, there is a note: "Students do not need to set up an account! Their account is accessible in the myPascoConnect Portal."

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' registration page. It includes a welcome message, instructions on how to create a Parent Portal Account, and three options: '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 logos for Pasco County Schools and a 'myStudent' logo.

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 registration form with the following fields and labels:

- First Name: (Required)
- Middle Name: (Optional)
- Last Name: (Required)
- Email Address: (Required)

There is a 'Submit' button at the bottom of the form.

- 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: (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: January 1 2016 (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

- 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:

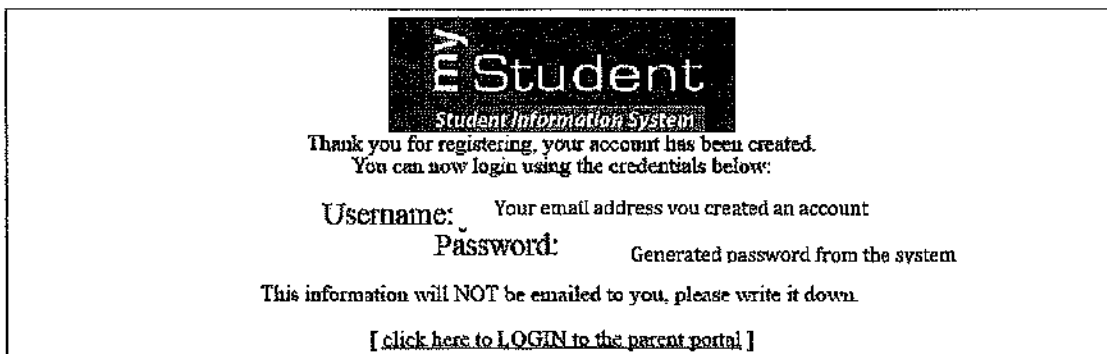
Last 4 Digits of Social Security Number: (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: (Required)

Student's Birthday: January 1 2016 (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.

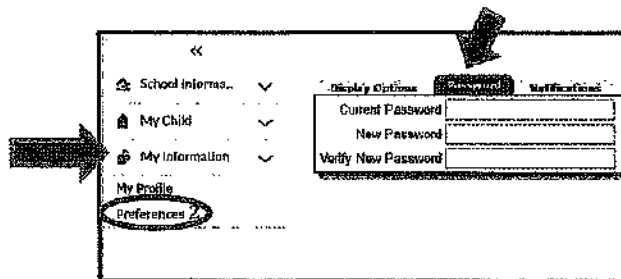




9. Enter your new username and password on the Portal login screen. Click **Log In**

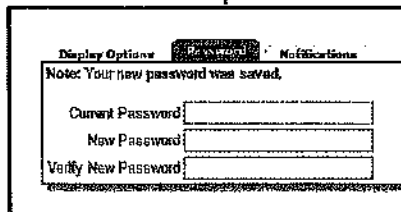


10. When you first log into myStudent, you can change the generated password by selecting the left hand sidebar menu and selecting (1) **My Information** and then selecting (2) **Preferences** and selecting the tab area entitled, (3) **Password**.



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.



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

The screenshot shows the myStudent Student Information System interface. At the top center is the myStudent logo. Below it, the text 'Email Address:' is followed by an empty input field and '(Required)'. A 'Submit' button is located below the input field.

The screenshot shows the myStudent Student Information System interface with an error message. The myStudent logo is at the top. Below it, the text 'The email address entered does not exist.' is displayed. Underneath, the text 'Email Address:' is followed by an input field containing 'parent@gmail.com' and '(Required)'. A 'Submit' button is located below the input field.

The screenshot shows the myStudent Student Information System interface with a success message. The myStudent logo is at the top. Below it, the text 'An email has been sent to the email address you provided instructions on how to reset your password.' is displayed. To the right of this message, the text '@gmail.com) with' is visible.

