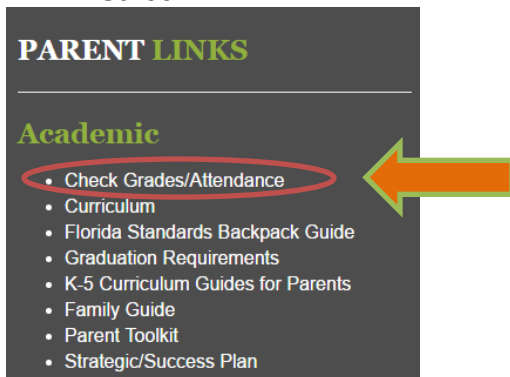
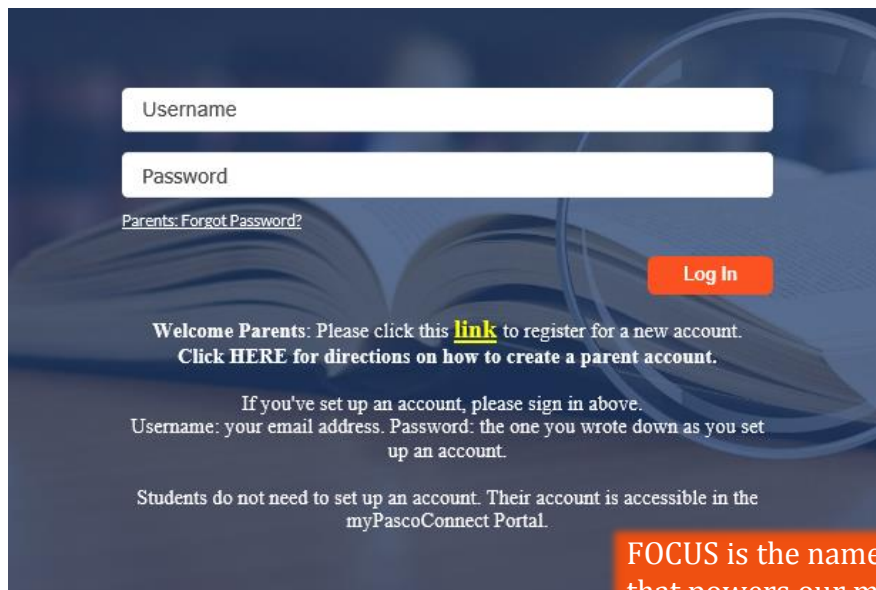


For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To establish a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

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.

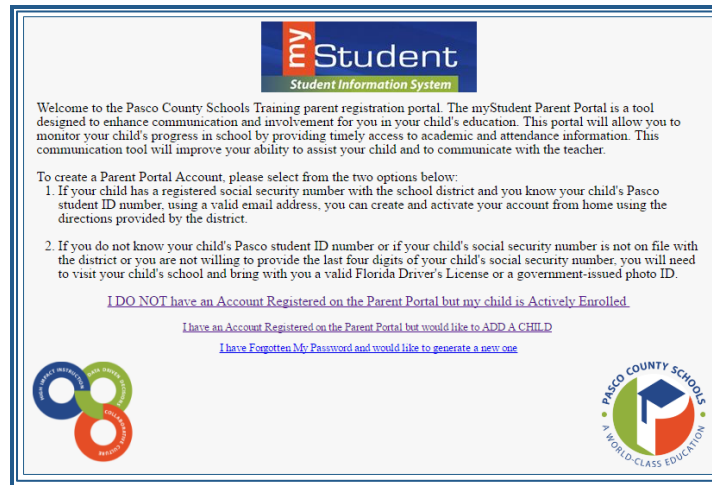


The image shows a login page with a dark blue background. It features two white input fields for "Username" and "Password". Below the password field is a link that says "Parents: Forgot Password?". To the right of the input fields is an orange "Log In" button. Below the button, there is a "Welcome Parents" message with a link to register for a new account and a link for directions on how to create a parent account. Further down, there is a note about signing in and another note stating that students do not need to set up an account.

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

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.)

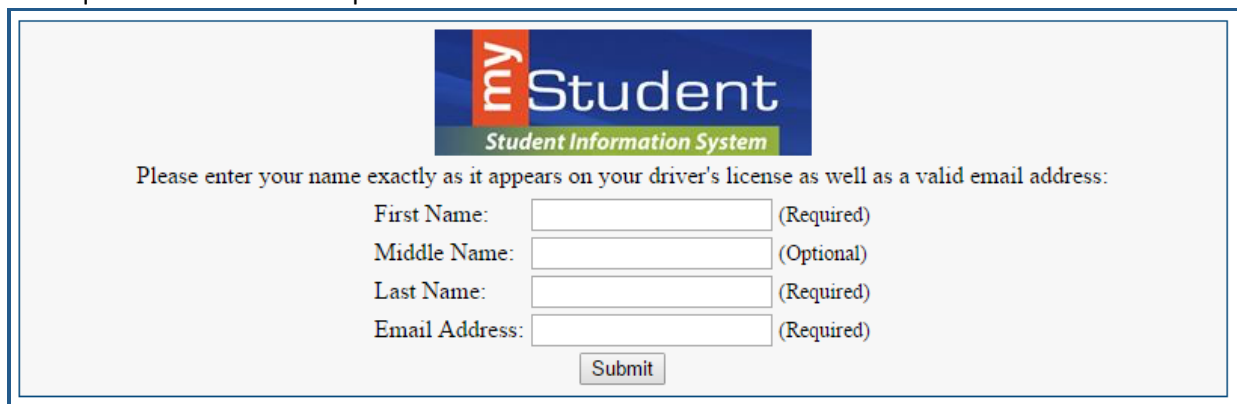


The screenshot shows the 'myStudent Student Information System' registration page. It includes a welcome message, instructions on how to create an account, and three links for different user scenarios: 'I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled', 'I have 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'. Logos for Pasco County Schools and a 'myStudent' logo are also visible.

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)

A 'Submit' button is located 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 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

[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:

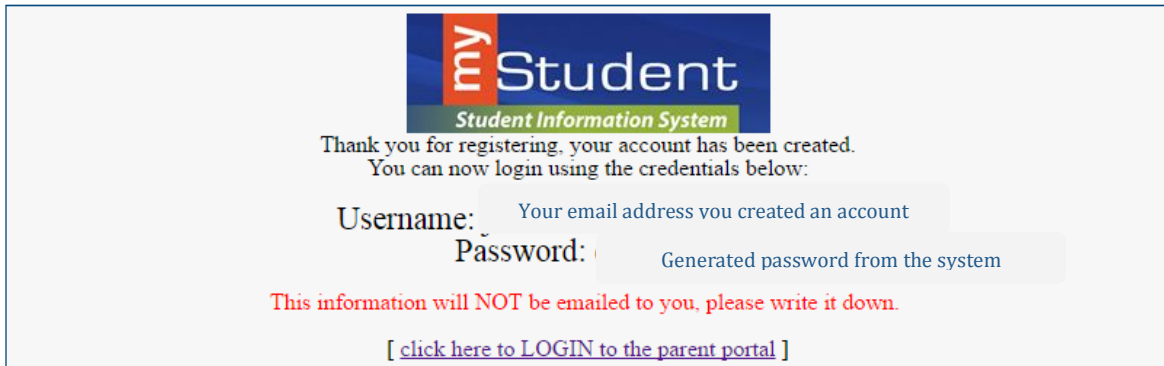
Last 4 Digits of Social Security Number: (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: (Required)

Student's Birthday: January 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.



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**



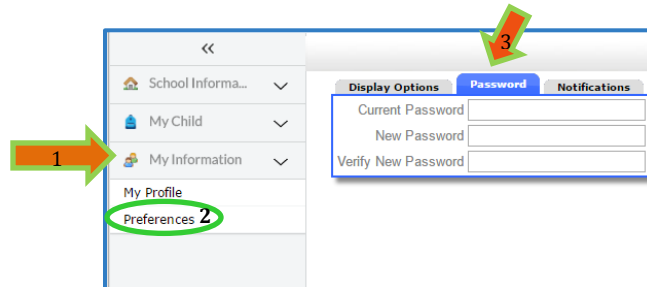
Username

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**.



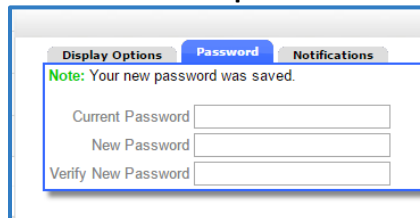
Navigation menu (1) pointing to **My Information**, (2) pointing to **Preferences**.

Tab area (3) pointing to **Password**.

Form fields: Current Password, New Password, 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.



Tab area: **Password**

Note: Your new password was saved.

Form fields: Current Password, New Password, Verify New Password.

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.



myStudent
Student Information System

Email Address: (Required)

Submit

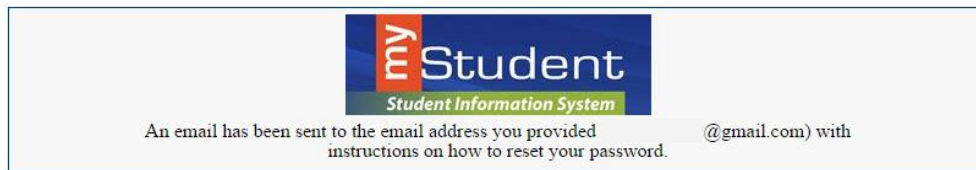


myStudent
Student Information System

The email address entered does not exist.

Email Address: parent@gmail.com (Required)

Submit



myStudent
Student Information System

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