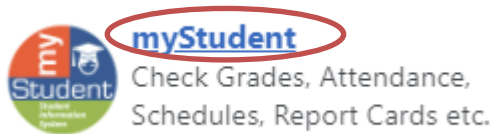


Creating a Parent Portal Account

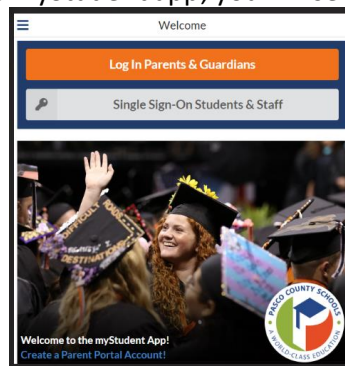
For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To create a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

1. Log on to the following Site: <http://www.pasco.k12.fl.us/parents> and select **myStudent** under the **School/Classroom Resources** section.

School/Classroom Resources

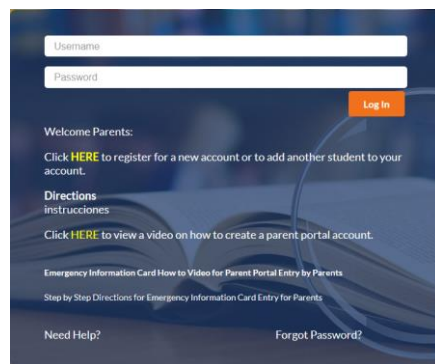


Note: When utilizing the myStudent app, you will select **Create a Parent Portal Account** in the bottom left



this will bring you directly to step 3

2. You will select Parents: Click [HERE](#) to register for a new account.



3. On the entrance screen is a message with three (3) options to choose from:

Creating a Parent Portal

Welcome!

The myStudent Parent Portal is a tool designed to enhance communication and parental involvement.

- **Select BOX A** if you **DO NOT** have an existing Parent Portal Account.
- **Select BOX B** if you **DO** have a Parent Portal Account and need to register a new student or link an existing student.

Important Note: If you have a student currently enrolled in Pasco County and you do not know your Parent PIN please contact your child's school.

Select this link for school contact information <https://www.pasco.k12.fl.us/schools>

- **Select BOX C** if you have forgotten your password. Your username is your FULL email address.

BOX A: I DO NOT have a Parent Portal Account

BOX B: I have a Parent Portal Account and need to ADD A CHILD

BOX C: I have forgotten my password and would like to generate a new one

Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español

Klike isit la pou kreye/aktualize kont Pòtyaj Focus pou Paran yo nan lang kreyòl ayisyen

Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal

a) If you do not yet have a parent account, click **I DO NOT have a Parent Portal Account**.

BOX A: I DO NOT have a Parent Portal Account

b) 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:

Parent/Guardian First Name: (Required)

Parent/Guardian Last Name: (Required)

Email Address: (Required)

Create Password: (Minimum 8 characters)

Retype Password: (Required)

I'm not a robot

CAPTCHA

Clicking Box A: Will guide you in connecting your already enrolled student(s) to your parent account. You will need your student's Pasco student id, Date of Birth, and PIN (provided by the current school) to link the accounts.

Clicking Box B: Will guide the parent in creating a student record for their school age student that has never been enrolled in the Pasco County school system. This will enroll the student into the Applicant school with Pasco County to allow the parent to follow the school choice process and/or online registration.

Clicking Box C: You will select this once your student(s) are linked to your account.

Students

You do not have any linked students at this time.

A I would like to ADD A CHILD who is already enrolled.

B I would like to APPLY FOR ENROLLMENT for a new child.

C I am FINISHED adding students. Please take me to the Portal.

Note: [For more assistance on support as you select box B, select here](#)

For students already enrolled in a Pasco County School, select **I would like to ADD A CHILD who is already enrolled.**

I would like to ADD A CHILD who is already enrolled.


Enter the required information to identify your child. There are three requirements to link a student to a parent account. The PIN number is unique per student and can be obtained by contacting each child's school. If another custodial parent already has access to the parent portal, they can provide the PIN, via the Parent Portal under the Parent Information page. Click **Add Student** to add multiple children.

Please enter your student's information:

Student ID: (Required)

Student's Birthdate: January | 1 | 2019 (Required)

PIN: (Required)

I'm not a robot 

[\[Return to the Student listing. \]](#)

- Your child's name will display on the screen. To add another child, click **I would like to ADD A CHILD who is already enrolled.** Otherwise, click **I am FINISHED adding students. Please take me to the Portal.**

I would like to ADD A CHILD who is already enrolled.

I am FINISHED adding students. Please take me to the Portal.


- 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 student's information:

Student ID: (Required)

Student's Birthdate: January | 1 | 2019 (Required)

PIN: (Required)

I'm not a robot 

[\[Return to the Student listing. \]](#)

- You can access the portal by selecting, **I am FINISHED adding students. Please take me to the portal.**
 - You will be prompted to acknowledge Parent and Legal Notices and any Pending Forms
- To access your Parent Portal, enter your new username and password on the Portal login screen. Click **Log In**. Username is the email address used to create the parent portal account. The password is the unique password chosen by the parent as they created a parent portal account.



A sign-in form with two input fields: "Username" and "Password". To the right of the "Password" field is an orange "Log In" button.

A. If you have forgotten your password, click the link at the bottom of the sign-on page

[Forgot Password?](#)

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.



A "Password Recovery" form. At the top left is a small "Students" logo. Below it is the text "Password Recovery". To the right, there is an "Email Address:" label, a text input field with "(Required)" to its right, and a "Submit" button below the input field.