

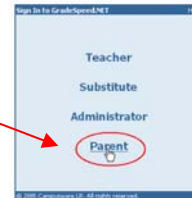
Requesting an Account in ParentConnection

Note: After you complete your request, your account will be active but it will not display student information until it has been approved by school level personnel.

I. Access GradeSpeed Sign-In

A. On your computer, open Internet Explorer and enter this address in the address line:
https://dodea.gradespeed.net

B. The 'Sign In' screen appears. Click on 'Parent' to begin.



C. Once the 'Sign In to ParentConnection' screen

Opens, look to the lower left and click on

'Click here to sign up'.

A screenshot of the "Sign In to ParentConnection" web form. The title bar includes "Sign In to ParentConnection" and a "Help" link. The form is for the "District Department of Defense Unified District". It contains three input fields: "Username", "Password", and "Language" (set to "English"). A "Log On" button is located at the bottom right. At the bottom left, there are two links: "Click here to sign up" and "Forgot your password?". A red arrow points from the text in step C to the "Click here to sign up" link.

II. Parent Account Signup

A. The 'Parent Account Signup' window opens. Follow the directions noted on the screen to fill in the required fields. At this point, you may want to have a pen and paper ready in order to record the username and password you have chosen. This way you have the information ready for the next time you choose to login to ParentConnection. When you are finished, click 'Sign Up' to submit your application.

III. Add a Student to Your Account

A. After completing the 'Signup', you will enter the ParentConnection welcome screen. Look to the bottom of the page and select 'Add a student to my account'.

B. Fill out the 'Application for Access to New Students' noting the instructions provided in the window. Pay close attention to enter the student name and birth date exactly as it appears in school records. Click 'Submit' to finish.

C. If you enter the student information correctly, an alert will appear indicating the request is pending approval.

D. If you did not enter the information as it appears in school records, the error below will be displayed. You then have the option to change the information and re-submit. **Please contact the office to verify information if you can not complete this step.**

E. Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or another DoDDS school, you can click on the 'Add Students' button to request access to them as well.

IV. School Confirmation

A. Upon receipt of your application, school personnel will review your information, compare it to records on file and verify that you have access to information on the student selected. If access is approved, an email message will be sent to the email address provided when you signed up.