

Requesting an Account in ParentConnection

Audience: Parents/Guardians

Estimated Time taken to Perform Process: 5-10 Minutes

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 ParentConnection Sign-In

A. On your computer, open internet explorer and enter this address in the address line:
<https://dodea.gradespeed.net/pc>

B. Once the 'Sign In to ParentConnection' screen opens, look to the lower left and click on 'Click here to sign up'.

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. **Important Note:** The email address entered in the signup must match the sponsor's email on file at the school. When you are finished, click 'Sign Up' to submit your application.

Parent Account Signup

[Help](#)

Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a * are required. Please do not use nicknames, but rather your full legal name.

Username:	<input type="text" value="sampleparent"/> *	Your First Name:	<input type="text" value="Sample"/> * M.I. <input type="text"/>
Password:	<input type="password" value="••••••"/> *	Your Last Name:	<input type="text" value="Parent"/> *
Confirm Password:	<input type="password" value="••••••"/> *	Your Address:	<input type="text" value="CMR Box 000"/> *
		City:	<input type="text" value="APO"/> *
		State:	<input type="text" value="Armed forces Europe"/> *
		Zip:	<input type="text" value="09000"/> *
E-mail:	<input type="text" value="sampleparent@af.mil"/>	Primary Phone:	<input type="text"/>
Confirm E-mail:	<input type="text" value="sampleparent@af.mil"/>	Alternate Phone:	<input type="text"/>
<input type="button" value="Sign Up Cancel"/>			

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'.

Welcome to ParentConnection

Department of Defense Europe

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

You are currently logged in as **sampleparent**.

[Log Out]

Welcome to GradeSpeed ParentConnection!

Use the links on the left to view information about your students or to manage your account. Use the dropdown box to select which student you are currently viewing.

Your account currently does not have any students associated with it, or access to students has not yet been approved. Please click below to add students to your account.

[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.

Welcome to ParentConnection

Department of Defense Europe

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

You are currently logged in as **sampleparent**.

[Log Out]

Application for Access to New Students

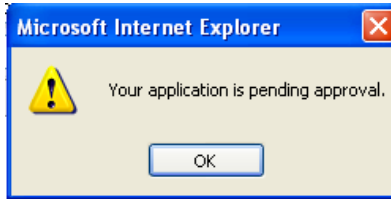
Please add the information below for each new student you wish to apply for. All fields are required, and please enter the information accurately. This information will be compared against student records as a qualification for approval.

Please do not use nicknames, but rather the student's full legal name.

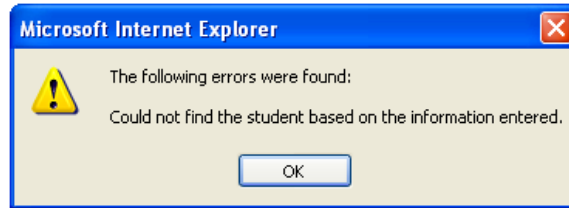
Student First Name:	<input type="text" value="Student"/>	*
Student Last Name:	<input type="text" value="Sample"/>	*
Campus:	<input type="text" value="SHAPE High School"/>	*
Date of Birth:	<input type="text" value="07/09/1992"/>	* MM/DD/YYYY

[Submit](#) | [Cancel](#)

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



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.



D. 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.

Current Students:

Name	Student ID	Campus	Parents	Status	
Sample		Elementary School	2	Pending	Remove

[Add Students](#)

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 on file in the school's 'Student Information Systems' database. Applications submitted during the work week should receive a reply within 24 hours of receipt.

B. You can also verify the status of your request by accessing the 'Manage Students' screen. The 'Status' column will indicate 'Active' if the account has been approved, 'Pending' if it has not yet been reviewed, or 'Denied' if your request was rejected.

Welcome to ParentConnection

Department of Defense Europe

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- Manage Students
- My Settings

Current Students:

Name	Student ID	Campus	Parents	Status	
		Elementary School	2	Active	Remove
		Elementary School	1	Active	Remove
		Elementary School	1	Active	Remove

[Add Students](#)

C. If you would like to see the number of accounts that have requested access to your child's information, look to the 'Parents' column. In this example, there have been 2 requests. If you find that this number is greater than the amount of accounts you have requested, please contact the school to confirm which accounts should be active and which requests should be deleted. This number does not necessarily indicate the number of active accounts with access, but the number of requests made for access to the student.

Welcome to ParentConnection

Department of Defense Europe

Current Student:

Select a section:

- [Grades](#)
- [Attendance](#)
- [Calendar](#)
- [Manage Students](#)
- [My Settings](#)

Current Students:

Name	Student ID	Campus	Parents	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/> Elementary School	2	Active	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/> Elementary School	1	Active	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/> Elementary School	1	Active	Remove

V. Account Settings

A. Anytime you login to your account, you can access the 'My Settings' page by clicking on the link to the left of your screen as shown below. On this screen, you can reset your password as needed and view your account profile.

Welcome to ParentConnection

Department of Defense Europe

Select a section:

- [Grades](#)
- [Attendance](#)
- [Calendar](#)
- [My Settings](#)

You are currently logged in as **sampleparent**.

[\[Log Out\]](#)

My Settings:

Username:	sampleparent	Name:	Parent, Sample
Password:	Reset Password	Address:	<input type="text" value="CMR Box 000"/> *
		City:	<input type="text" value="APO"/> *
Primary Phone:	<input type="text"/>	State:	Armed forces Europe ▾ *
Alternate Phone:	<input type="text"/>	Zip:	<input type="text" value="09000"/> *
E-mail:	<input type="text" value="sampleparent@af.mil"/>		

|

Fields marked with a * are required.

VI. Student Grades

A. To access student grades, first select the 'Current Student' from the dropdown list on the left side menu of the screen. Then click on the 'Grades' link under 'Select a section'. Once the screen appears, you can review assignment data for each class by clicking on the overall score for each cycle/quarter. This will open the detail area near the bottom of the page that shows all assignments divided by category. Any notes or comments for the assignments or grades will also appear.

Welcome to ParentConnection

Student Grades:

Department of Defense Europe

Current Student: [Redacted]

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as [Redacted] [Log Out]

Teacher	Course	Period	Cycle 1	Cycle 2
[Redacted]	Art 4 (4A)	1	92	
[Redacted]	Health Education 4 (4A)	1	80	
[Redacted]	Int Lang Arts-Read 4 (4A)	1	55	
[Redacted]	Intercultural Ed 4 (4A)	1		
[Redacted]	Life Skills 4 (4A)	1	77	
[Redacted]	Mathematics 4 (4A)	1		
[Redacted]	Music 4 (4A)	1		
[Redacted]	Physical Education 4 (4A)	1		
[Redacted]	Science 4 (4A)	1		
[Redacted]	Social Studies 4 (4A)	1	83	

Life Skills 4 (4A) (Period 1) 77

Grades 100 %

Assignment	Assigned	Due	Grade	Note
4	Aug-29	Aug-30	55	
5	Aug-29	Aug-30	99	
Test Assn 1	Sep-4	Sep-5		
		Average	77	

Comments

Music Participation - P
Shows good sportsmanship - /

VII. Emailing a Teacher

A. To email a teacher, you can select the teacher name (blocked for privacy in this example) from the list on the Student Grades screen. This will automatically open your email account utility (if a default is setup on your computer) and add the teacher's email address in the 'To:' line of a blank message. You can then add a message and send as you see fit.

Welcome to ParentConnection

Student Grades:

Department of Defense Europe

Current Student: [Redacted]

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as [Redacted] [Log Out]

Teacher	Course	Period	Cycle 1	Cycle 2
[Redacted]	Art 4 (4A)	1	92	
[Redacted]	Health Education 4 (4A)	1	80	
[Redacted]	Int Lang Arts-Read 4 (4A)	1	55	
[Redacted]	Intercultural Ed 4 (4A)	1		
[Redacted]	Life Skills 4 (4A)	1	77	
[Redacted]	Mathematics 4 (4A)	1		
[Redacted]	Music 4 (4A)	1		
[Redacted]	Physical Education 4 (4A)	1		
[Redacted]	Science 4 (4A)	1		
[Redacted]	Social Studies 4 (4A)	1	83	