How to Request a ParentConnection Account

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.
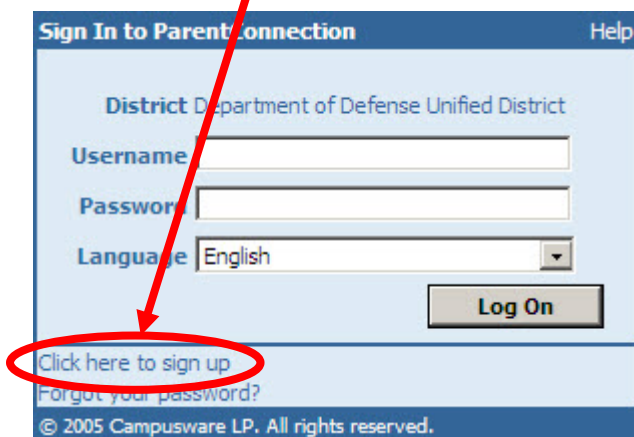
1) Open your web browser and type **https://dodea.gradespeed.net** in the address line.

2) Click the **Parent** link in the *Sign In to GradeSpeed.NET* window.
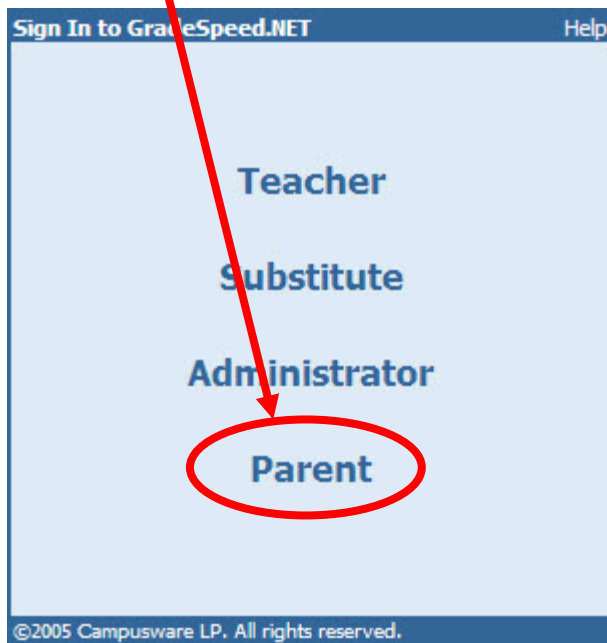
3) Click the **Click here to sign up** link in the lower left corner of the *Sign in to ParentConnection* window.

4) Fill in the required fields (marked with asterisks).

5) Click the **Add Email** link near the bottom left corner of the *Parent Account Sign-up* window. The application data must match the registration data.

6) Enter your **Email address** <u>twice</u> in the *Please enter the new email address* window.

Important Note: The email address used for the signup must match the sponsor's email on file at the school.

7) Click the **OK** button. Remember, this application email address must match your registration email address.

8) Click the **Sign Up** link in the left column at the bottom of the *Parent Account Signup* window.

9) Click the **Add a student to my account** link near the center of the right column in the *ParentConnection* window.

10) Click the **Add Students** button when the *Manage Students* window appears in the *ParentConnection* window.
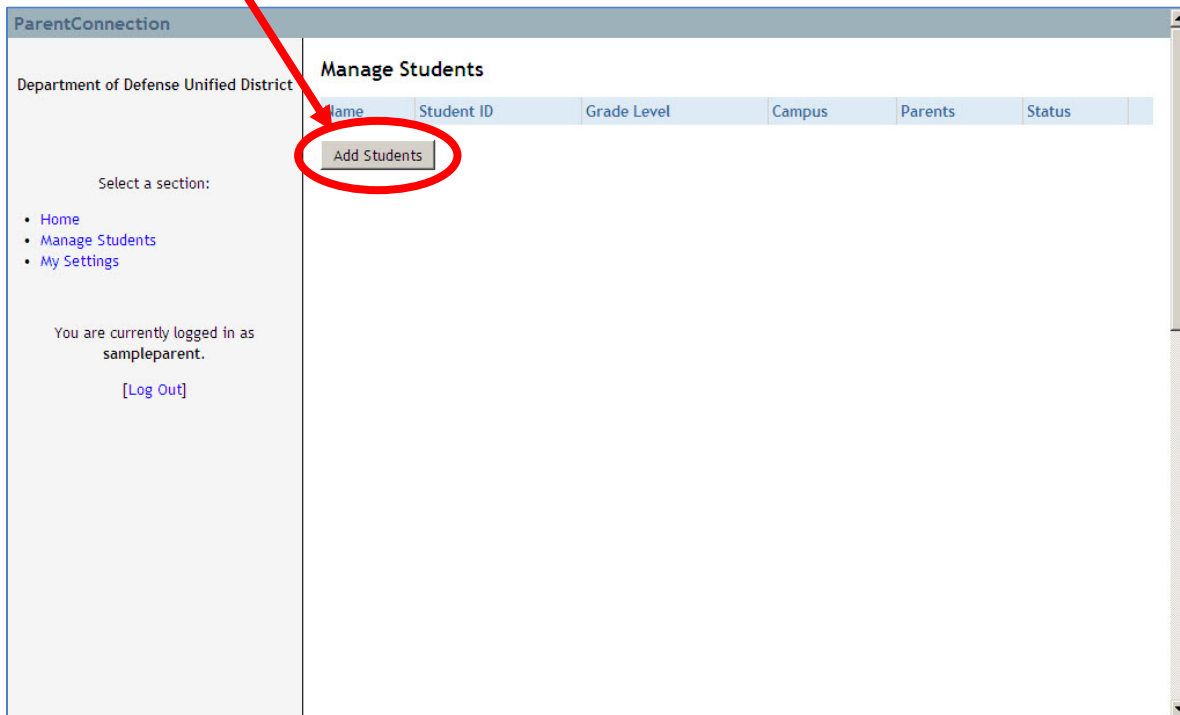
11) Fill in the required fields (marked with asterisks) when the in the *Application for Access to New Students* panel appears in the *Parent Account Sign-up* window. The student information must match the registration student information.
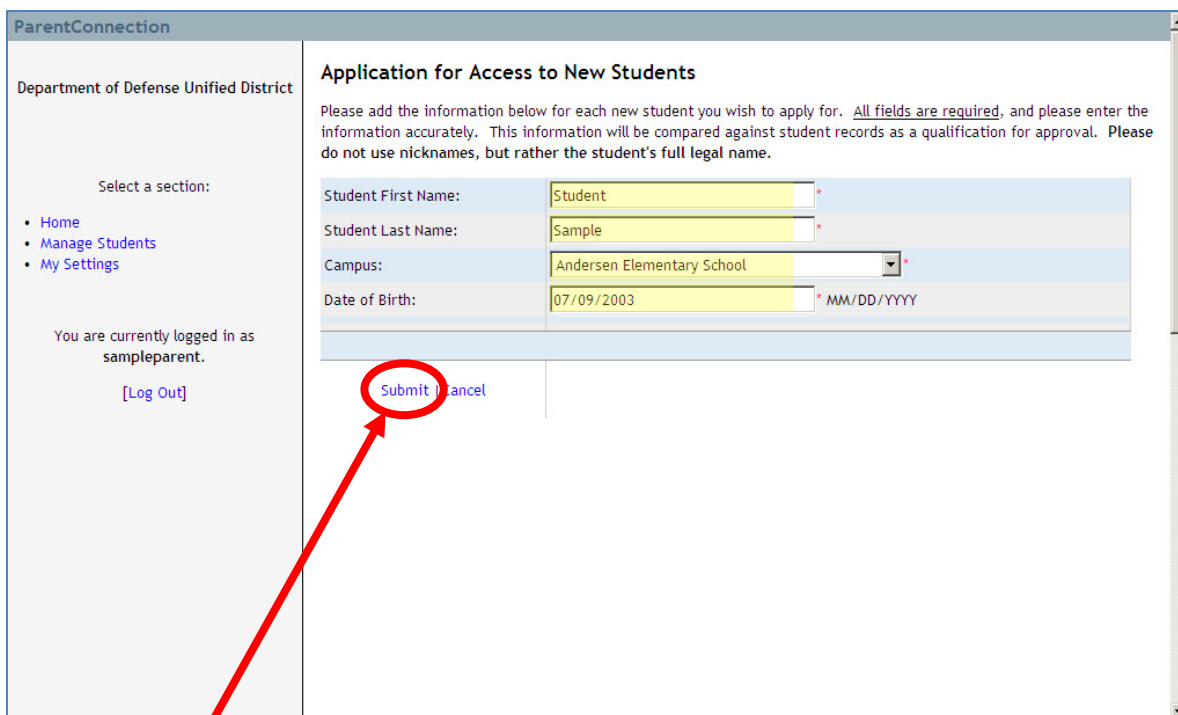
12) Click the **Submit** link in the right column below the student data.
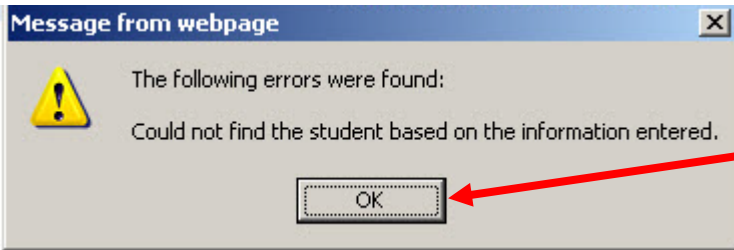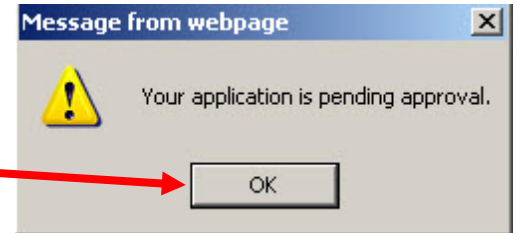
If you did not enter the information as it appears in school records, the error below will be displayed.

Click the **OK** button, correct the student information, and then re-submit.

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

Click the **OK** button to return to the *Manage Students* panel.

13) The *Manage Students* screen shows the student(s) currently associated with your account. A status of *Pending* is assigned until school personnel review, approve and activate your account. Click the **Add Students** button if you want to enter additonal students. Only one account is needed per family.
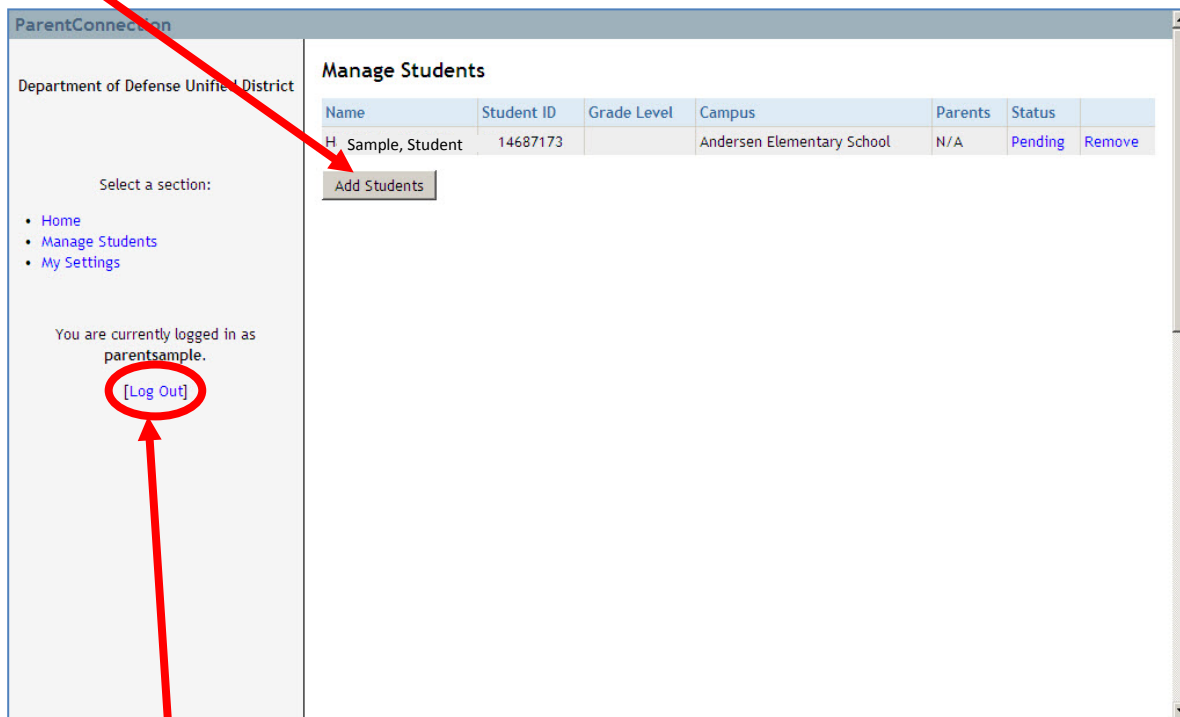
14) Click the **Log Out** link in the left column when you are finished adding students.