## Requesting an Account in ParentConnection

**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 <u>until it has been approved</u> by school level personnel.

- I. Access ParentConnection Sign-In
  - A. On your computer, open internet explorer and enter this address in the address line: <a href="https://dodea.gradespeed.net/pc">https://dodea.gradespeed.net/pc</a>
  - B. Once the 'Sign In to ParentConnection' screen opens, select Europe as the district then look to the lower left and click on 'Click here to sign up'.

II. Parent Account Signup
A. The 'Parent
Follow the
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Account Signup' window opens. directions noted on the screen to fill in fields. At this point, you may want to paper ready in order to record the password you have chosen. This information ready for the next time you

Help

choose to login to ParentConnection.

Parent Account Signup

Important Note: The email address entered in the signup is a parent email address, not a student email. When you are finished, click 'Sign Up' to submit your application.

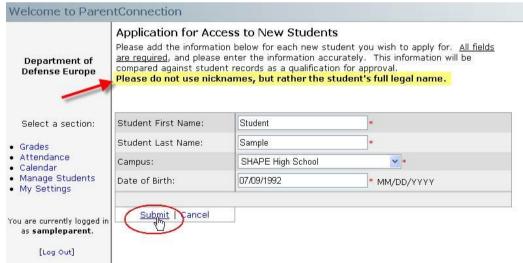
sampleparent *	Your First Name:	Sample * M.I.	
*	Your Last Name:	Parent *	
Confirm Password:	Your Address:	CMR Box 000	*
	City:	APO	*
	State:	Armed forces Europe *	
	Zip:	09000 *	
sampleparent@af.mil	Primary Phone:		
sampleparent@af.mil	Alternate Phone:		
	*	Your Last Name: Your Address:  City: State: Zip: sampleparent@ai.mil Primary Phone:	* Your Last Name: Parent *  Your Address: CMR Box 000  City: APO State: Armed forces Europe *  Zip: 09000 *  Sampleparent@ai.mil Primary Phone:

## III. Add a Student to Your Account

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.



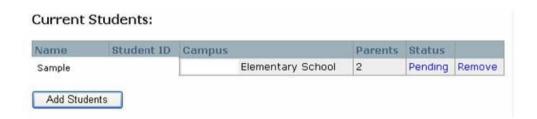
C. If you enter the student information correctly, an alert will appear indicating the request is pending approval.



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.



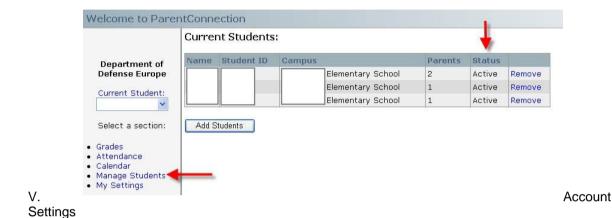
D. Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or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



## 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.

B. Two to three days after you apply you can 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.



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.



## 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.

