

## 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 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, 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 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 information ready for the next time you choose to log in to ParentConnection.

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 information ready for the next time you choose to log in to ParentConnection.

**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.

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

### 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'.

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	<a href="#">Remove</a>

#### 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.

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	Remove
		Elementary School	2	Active	Remove
		Elementary School	1	Active	Remove
		Elementary School	1	Active	Remove

Add Students

#### V. Settings

Account

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:	<a href="#">Reset Password</a>		
		Address:	CMR Box 000 *
		City:	APO *
Primary Phone:		State:	Armed forces Europe *
Alternate Phone:		Zip:	09000 *
E-mail:	sampleparent@af.mil		

Save | Cancel

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

**Department of Defense Europe**

Current Student:  
  
 Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as

**Student Grades:**

(Elementary School)

Teacher	Course	Period	Cycle 1	Cycle 2
<input type="text" value=""/>	Art 4 (4A)	1	92	
<input type="text" value=""/>	Health Education 4 (4A)	1	80	
<input type="text" value=""/>	Int Lang Arts-Read 4 (4A)	1	55	
<input type="text" value=""/>	Intercultural Ed 4 (4A)	1		
<input type="text" value=""/>	Life Skills 4 (4A)	1	77	
<input type="text" value=""/>	Mathematics 4 (4A)	1		
<input type="text" value=""/>	Music 4 (4A)	1		
<input type="text" value=""/>	Physical Education 4 (4A)	1		
<input type="text" value=""/>	Science 4 (4A)	1		
<input type="text" value=""/>	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 - /**