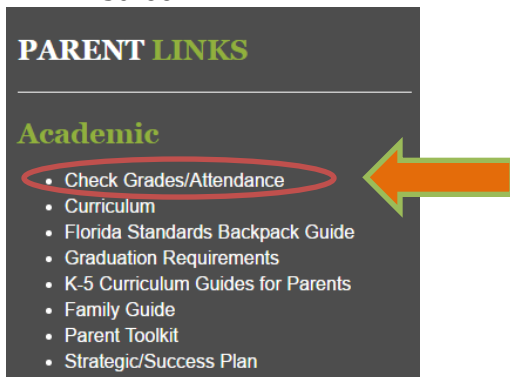
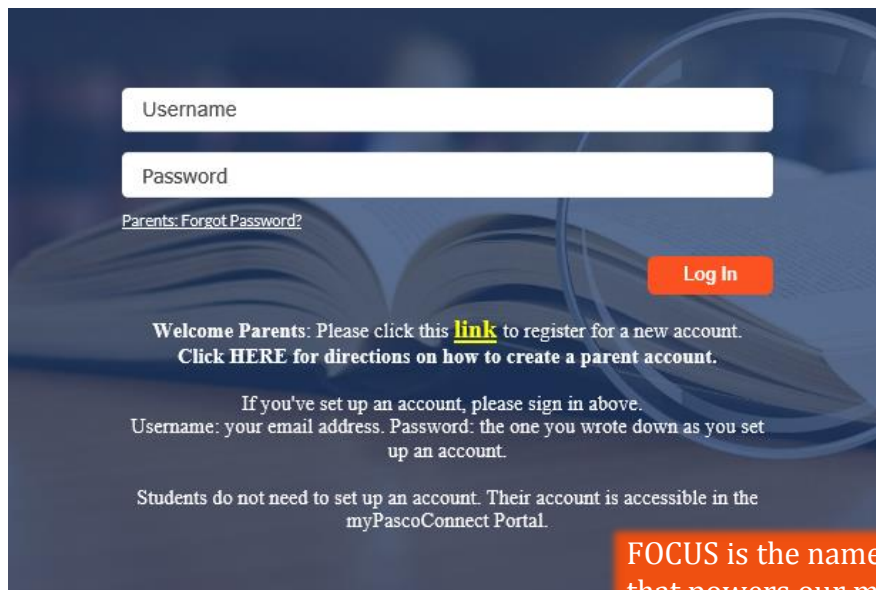


For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To establish a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

1. Log on to the following Site: <http://www.pasco.k12.fl.us/parents> and select **Check Grades / Attendance** under the **PARENT LINKS** menu area located on the right hand side of the screen.




2. You will select Parents: please use this [link](#) to register for an account.

A screenshot of the myStudent login screen for parents. The background is dark blue with a faint image of an open book. At the top, there are two white input fields for 'Username' and 'Password'. Below the password field is a link that says 'Parents: Forgot Password?'. To the right of the input fields is an orange 'Log In' button. Below the login fields, there is a message: 'Welcome Parents: Please click this [link](#) to register for a new account. Click HERE for directions on how to create a parent account.' Below this, it says 'If you've set up an account, please sign in above. Username: your email address. Password: the one you wrote down as you set up an account.' At the bottom, it says 'Students do not need to set up an account. Their account is accessible in the myPascoConnect Portal.'

FOCUS is the name of the company that powers our myStudent platform, you are in the correct log in screen.

3. On the entrance screen is a message with three (3) options to choose from:

- [I DO NOT have an account registered on the Parent Portal but my child is actively enrolled](#) (Start from step three below.)
- [I have an account registered on the Parent Portal but would like to ADD A CHILD](#) (Start from step five (5) below.)
- [I have forgotten my password and would like to generate a new one](#) (Start from step ten (10) below.)



Welcome to the Pasco County Schools Training parent registration portal. The myStudent Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to academic and attendance information. This communication tool will improve your ability to assist your child and to communicate with the teacher.



To create a Parent Portal Account, please select from the two options below:

1. If your child has a registered social security number with the school district and you know your child's Pasco student ID number, using a valid email address, you can create and activate your account from home using the directions provided by the district.
2. If you do not know your child's Pasco student ID number or if your child's social security number is not on file with the district or you are not willing to provide the last four digits of your child's social security number, you will need to visit your child's school and bring with you a valid Florida Driver's License or a government-issued photo ID.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled.](#)

[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)


[I have Forgotten My Password and would like to generate a new one](#)



4. If you do not yet have a parent account, click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled.**

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)

5. Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click **Submit**.



Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name:  (Required)

Middle Name:  (Optional)

Last Name:  (Required)

Email Address:  (Required)

6. Enter the required information to identify your child. There are three requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Please enter your child's information:

Last 4 Digits of Social Security Number:	<input type="text"/>	(If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)
Student ID:	<input type="text"/>	(Required)
Student's Birthday:	January 1 2016	(Required)
<input type="button" value="Add Student"/>		

7. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click **I would like to ADD ANOTHER CHILD**. Otherwise, click **I am FINISHED adding students CREATE MY ACCOUNT**.

Students

  
Student's Name

[\[ I would like to ADD ANOTHER CHILD \]](#)  
[\[ I am FINISHED adding students CREATE MY ACCOUNT \]](#)

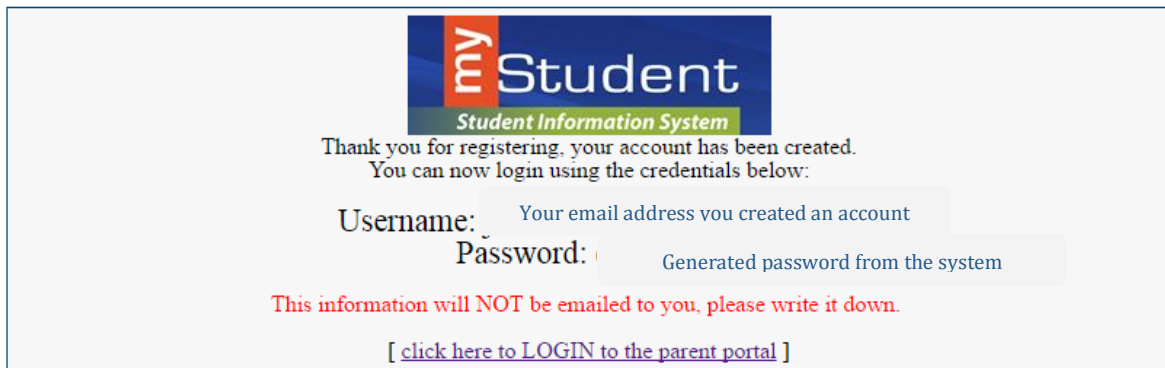
8. A. To **Add Another Child**, enter all of the information required and click **Add Student**.  
**NOTE: This step can be completed as many times as necessary, or at a later date if needed.**

Please enter your child's information:

Last 4 Digits of Social Security Number:	<input type="text"/>	(If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)
Student ID:	<input type="text"/>	(Required)
Student's Birthday:	January 1 2016	(Required)
<input type="button" value="Add Student"/>		

- B. When you click **Create My Account**, a confirmation message will appear with your username and password. A link returning back to the Parent Portal login screen is also provided.

**NOTE: Your username and password will not be emailed. Make sure to write it down or put it in your phone.**



**myStudent**  
Student Information System

Thank you for registering, your account has been created.  
You can now login using the credentials below:

Username: Your email address you created an account  
Password: Generated password from the system

This information will NOT be emailed to you, please write it down.

[ [click here to LOGIN to the parent portal](#) ]

9. Enter your new username and password on the Portal login screen. Click **Log In**



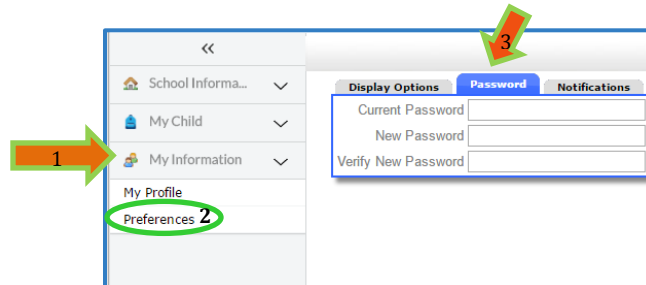
Username

Password

[Parents: Forgot Password?](#)

**Log In**

10. When you first log into myStudent, you can change the generated password by selecting the left hand sidebar menu and selecting (1) **My Information** and then selecting (2) **Preferences** and selecting the tab area entitled, (3) **Password**.



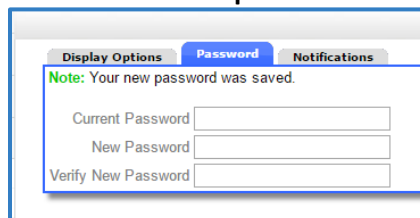
1 → My Information

2 → Preferences

3 → Password

Enter the generated password, a new password, and the new password again to verify the entry. Click the **Save** in the top right corner.

Once selecting **Save**, you will see **Note: Your new password was saved** in the top of the box area.



**Note:** Your new password was saved.

Current Password

New Password

Verify New Password

11. A. If you do not have a password, you can generate a new one from the **Request Access** screen.

[I have Forgotten My Password and would like to generate a new one](#)

- B. Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display




Email Address:  (Required)



**The email address entered does not exist.**

Email Address:  (Required)



An email has been sent to the email address you provided (@gmail.com) with instructions on how to reset your password.