How to Create a Parent Connection Account

NOTE: There is no need for individual parent accounts at each school as one account can add students at multiple schools. The steps to do so are addressed in this document.

1. Go to http://dodea.gradespeed.net/pc/ Select the link "Click here to sign up" .

2. Once the Parent Account Signup Application opens complete all fields to the best of your ability. All required fields must be completed.

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3. You must enter an E-mail address. It cannot already be in use as the primary email for another ParentConnection account.

Please enter the new email address.

Email: [   ]

Confirm: [   ]

[OK]   [Cancel]

If this is different from the e-mail provided during registration your application will be denied until you can confirm the new e-mail address.

4. Your email address should now be verified. Click 'Sign Up' to proceed.

Email Addresses   **Primary**   **Status**

_____@pac.dodea.edu   ⦿   Verified

[Add Email]

Sign Up | Cancel

5. You will now enter the ParentConnection Welcome page. Click on 'Add a student to my account'.

ParentConnection

Department of Defense Unified District

Select a section:

- Home
- Manage Students
- My Settings

You are currently logged in as ▮▮▮▮.

[Log Out]

Welcome to GradeSpeed Parent*Connection*!

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

6. To add a student, fill out the required fields and click on the 'submit' link. All information entered needs to match what has been entered into the school's Student Information System during initial student registration at the school.

ParentConnection

Department of Defense Unified District

Application for Access to New Students

Please add the information below for each new student you wish to apply for. <u>All fields are required</u>, and the information accurately. This information will be compared against student records as a qualification Please do not use nicknames, but rather the student's full legal name.

Student First Name:	John *
Student Last Name:	Brown *
Campus:	Yokota West Elementary School *
Date of Birth:	01/01/2000 * MM/DD/YYYY

Select a section:

- Home
- Manage Students
- My Settings

Submit | Cancel

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  Your application for access to the student will now show pending status. Once you have completed the on-line application process it will take 24-48 hours for your application to be approved by the school.

7. To add additional students from any DoDEA school/campus, click on the 'Add Students' link.