

# 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" .



**Due to a Gradespeed update over the summer, all parents will have to re-establish their parent portal accounts. We are sorry for any inconvenience. If you have any questions or concerns please contact your schools technical support.**

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

## 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:	<input type="text"/> *	Your First Name*:	<input type="text"/> M.I. <input type="text"/>
Password:	<input type="password"/> *	Your Last Name*:	<input type="text"/>
Confirm Password:	<input type="password"/> *	Your Address*:	<input type="text"/>
Language	<input type="text" value="English"/>	Address 2:	<input type="text"/>
		City*:	<input type="text"/>
		State*:	<input type="text" value="Virginia"/>
		Zip*:	<input type="text"/>
		Primary Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
		Alternate Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
<b>Email Addresses</b>			
Please click the button below to add an email address to this account.			
<input type="button" value="Add Email"/>			

**2. All information on the right must match the information your provided to the school during registration.**

**1. You create your own user name and password.**

**3. Then click to add e-mail.**

[Sign Up](#) | [Cancel](#)

## How to Create a Parent Connection Account

- 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:

**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.**

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

Email Addresses	Primary	Status
<input type="text" value="@pac.dodea.edu"/>	<input checked="" type="radio"/>	Verified

[Sign Up](#)

- 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 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](#)

- 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

Select a section:

- Home
- Manage Students
- My Settings

**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 the 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:  \*

Student Last Name:  \*

Campus:  \*

Date of Birth:  \* MM/DD/YYYY

[Submit](#)

## How to Create a Parent Connection Account

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.

ParentConnection

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### Manage Students

Name	Student ID	Grade Level	Campus	Parents	Status
Brown, John			Yokota West Elementary School	N/A	Pending Remove

Add Students

Select a section:

- Home
- Manage Students
- My Settings

