



GradeSpeed

Parent Portal Request Instructions



1. Step One: Go to
<http://dodea.gradespeed.net>
2. Click '**Parent**' in the list of choices.
3. Click on the link '**Click here to sign up**'

4. Please enter accurate information into the fields. This information will be compared against student records as a qualification for approval. Items with a * are required. **Use full legal names and contact information submitted during the registration process.**
5. Please add an email address submitted during the registration process.
6. After the email address has been verified, click '**Sign Up**' to proceed.
7. On the Gradespeed ParentConnection Welcome page, click on '**Add a student to my account.**'
8. To add a student, fill out the required fields and click on the '**Submit**' link.
9. To add additional students from any DoDEA school/campus, click '**Add Students**' link, selecting the appropriate Campus.
10. Awaiting approval, the application status will show Pending.

11. Once completed, the online application will be processed anywhere from 24 to 48 hours from the time submitted.

After You Are Approved....

You can access the following features within your account by clicking the links on the left of the screen.

Grades – click to view the current grade average in each class. Click the individual letter grade link to view the assignments associated with that grade. You may email the teacher from this screen by clicking the teacher's name.

Attendance – click to view your student's attendance info.

Triggers – click to set up auto-matic grade and attendance notifications.

My Settings – click to edit parent account information (name, email, address, password, etc.)