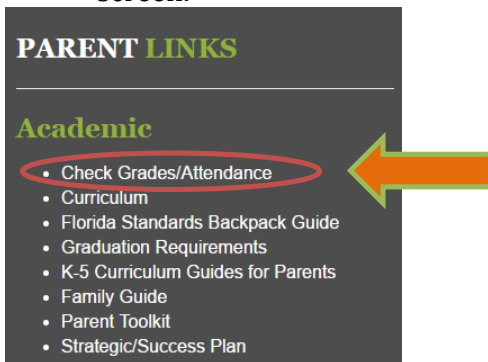
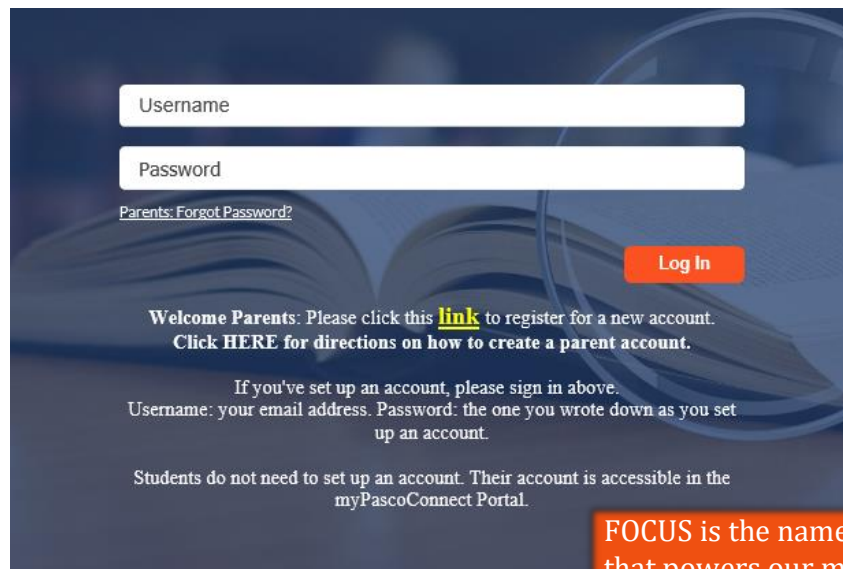


For the protection of your child’s confidential information, we have created the following secure procedures for establishing a parent portal account. To establish a parent portal account online, you must have a valid email address and the student’s birth date must be on record with Pasco County Schools.

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.



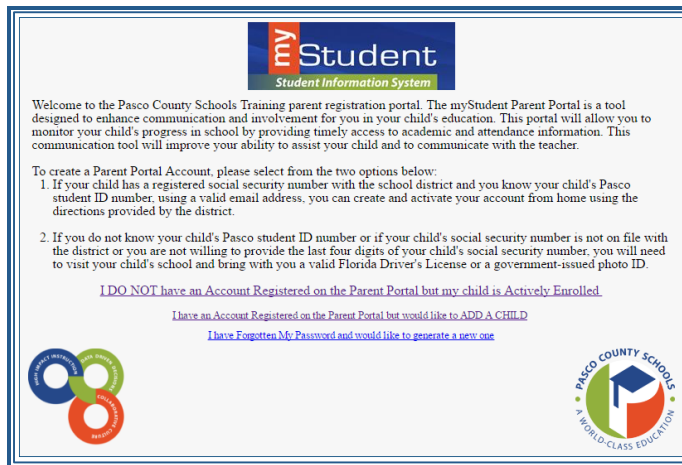
2. You will select Parents: please use this [link](#) to register for an account.



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

Creating a Parent Portal

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.)



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**.

The screenshot shows the registration form with the following fields and labels:

- First Name: (Required)
- Middle Name: (Optional)
- Last Name: (Required)
- Email Address: (Required)

Submit

Creating a Parent Portal

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:

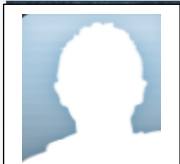
Last 4 Digits of Social Security Number: (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: (Required)

Student's Birthday: January 2016 (Required)

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: (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)

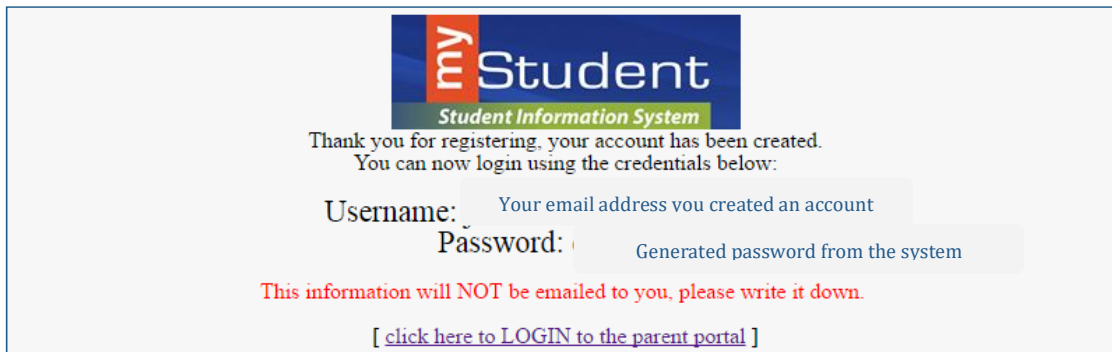
Student ID: (Required)

Student's Birthday: January 2016 (Required)

- 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.

Creating a Parent Portal



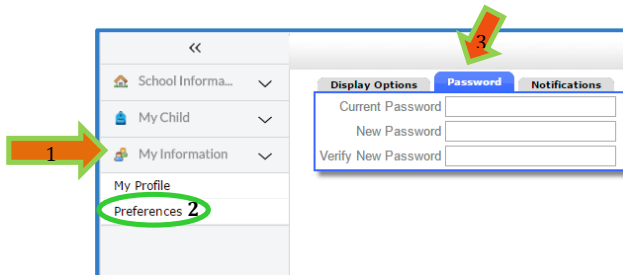
9. Enter your new username and password on the Portal login screen. Click **Log In**

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**.



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

Creating a Parent Portal

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](#)

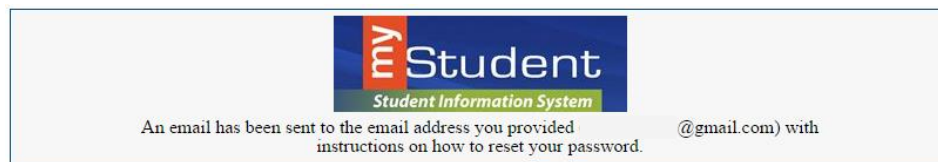
B. Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.



The screenshot shows the myStudent Student Information System login page. At the top is the logo with 'myStudent' in white on a blue background and 'Student Information System' in green below it. Below the logo is the text 'Email Address: (Required)'. A 'Submit' button is located below the input field.



The screenshot shows the myStudent Student Information System login page with an error message. The logo is at the top. Below it is the text 'The email address entered does not exist.' in red. Below that is the text 'Email Address: parent@gmail.com (Required)'. A 'Submit' button is located below the input field.



The screenshot shows the myStudent Student Information System login page with a success message. The logo is at the top. Below it is the text 'An email has been sent to the email address you provided (parent@gmail.com) with instructions on how to reset your password.'