



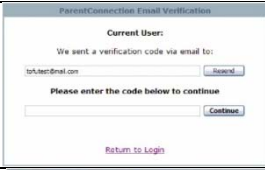
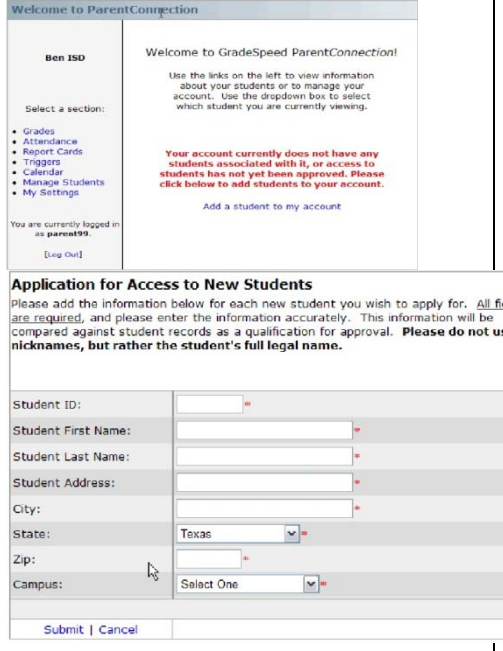
Creating a Parental Account

Before you begin

To setup an account and gain access to your child's records, you will need to following:

- A valid email address that you can access during the setup process
- Your student(s) school ID number.

Once you have these, follow the steps below to create an account.

<ul style="list-style-type: none"> • Log on to your school's website • Click "Family Portal (Parent Connect)" on the bottom right hand side of the screen. • Click "GradeSpeed Parent Connection" • On the blue sign-in screen, click the link that says "Click here to sign up" (pictured to the right) 	
<ul style="list-style-type: none"> • After selecting "Click here to sign up", the screen to the right will appear. • Fill in all required fields (indicated by *). • Click the button to "Add an Email" • Type in an email address that you have immediate access to (you will need it in the next step to retrieve your code). You may also need to check the spam filter on your email account to ensure that messages can come through from "noreply@rockdale.k12.ga.us". • Click "Sign Up" to submit your information. 	
<ul style="list-style-type: none"> • The notification to the right will appear. • Check the email account that you used when signing up. You should have received an email containing a verification code for your Parent Connection account. • Enter the Verification Code into the indicated field. 	
<ul style="list-style-type: none"> • Once your account has been created, the screen to the right will appear. • As this is a brand new account, there will be no students associated with it yet. To submit a request to add a student to your account, click the "Add a student to my account" link. • You will need your students' ID number to complete the next steps. This is the same number students use for their lunch account. If your student does not know their ID number, you can contact the child's teacher to obtain it. • To request access to a student's records, fill out the form shown to the right. • As indicated on this screen, every field is required in order to submit this application. • Take care that all data is accurate. Access to your student's grades will be approved or denied based on the information in this application. The district will be unable to approve access to this student if any information is missing or incorrect. • After filling all required fields, click Submit, located near the bottom of the screen. 	

- Requests are processed automatically.
- You will be notified immediately that your request was either approved or denied.
- If your request is denied, you will receive an email referencing why your application was denied. You must then fill out and submit the application again, replacing all incorrect data with valid information.
- At any time after submitting a request, parents can see the status of the application by clicking **Manage Students**.

Logging on to Parent Connection

- To log on to **Parent Connection**, enter your username and password into the blank fields of the login screen, then click **Log On**.
- To retrieve the password for an account that has already been created, click the "**Forgot your password**" link. You will then be prompted to enter your email address.
- If this email address matches the address listed in your account profile, the password will then be sent to that address.



Tools of Parent Connection

- If your account has multiple students associated with it, you may select the desired student from the Current Student drop-down menu.



- All of the main features of **Parent Connection** can be accessed simply by clicking the appropriate link in the toolbar on the left side of the page.

- **Grades** - click to view grade information for the Current Student.
- **Attendance** - click to view attendance information for the Current Student.
- **Report Cards** - click to view your student's report cards.
- **Triggers** - click to set up grade and attendance notification.
- **Calendar** - click to view attendance events in a calendar display.
- **Manage Students** - click to manage associated students or add new students.
- **My Settings** - click to edit the parent account information (name, address, email, password, etc.)