

## **Log in to Parent Access Web Site**

Use the username and password provided by the school to log in to the Parent Access Web Site. Once you have logged in with that information, you may change your login name and password, if you desire.

If you lose your username or password and have already entered your email address in the Parent Access Web Site, you can request that your login information be sent to you.

## **My Account**

After you have logged into the Parent Access Web Site for the first time, you should enter your email address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your email address for communication purposes.

### **Edit Your Profile**

- On the My Account tab, click Edit My Profile
- Change the first name and /or last name, if necessary
- Type your full email address in the Email Address field
- Click Save

### **Change Your Login**

- On the My Account tab, click Change My Login
- Type the login name the school has provided in the Current Login Name field
- Type the password the school has provided in the Password field
- Type your new login name in the New Login Name field
- Click Save

### **Change Your Password**

- On the My Account tab, click Change My Password
- Type your current password in the Current Password field
- Type your new password in the New Password field
- Type the new password again in the Confirm Password field
- Click Save

**Link Accounts** - allows you to use one login name/password to access multiple accounts

- On the My Account tab, click Link My Accounts

- Type the login name of one of the student accounts, other than the one you are currently logged in as, in the Login Name field
- Type the password for that student account in the Password field
- Click Link - the names of the students linked to your account display under the login box

**Manage Accounts** - allows you to reset your student's password to the Parent Access Web Site in case the student forgot it or shared it with other students

- On the My Account tab, click Manage Accounts
- On the Manage Accounts section of the My Account tab, select the appropriate student and click the
- Click here to reset (student's name) password link
- On the Reset password confirmation window, click OK
- The student's new password displays