

## Requesting an Account in ParentConnection

**Audience:** Parents/Guardians

**Estimated Time taken to Perform Process:** 5-10 Minutes

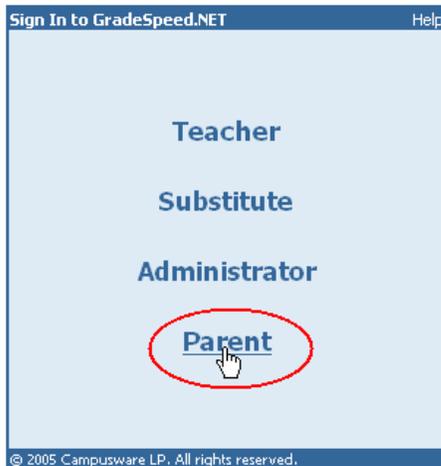
**Note:** After you complete your request, your account will be active but it will not display student information until it has been approved by school level personnel.

Prior to requesting an account in ParentConnection, please check with the administration of your child's school to determine whether or not the school is involved in the pilot test of GradeSpeed. You may also wish to check if your child's teacher is using the application for recording grades and progress. It is possible during this pilot test that not all of your child's teachers will be using GradeSpeed. Only grades submitted by teachers using GradeSpeed will appear in the ParentConnection screens.

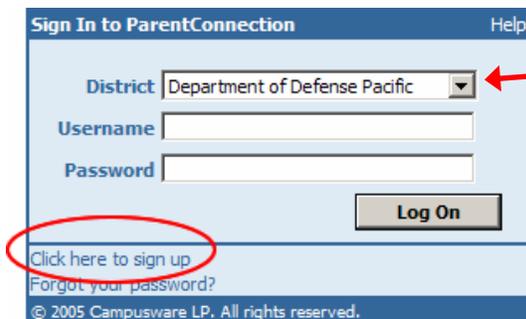
### I. Access GradeSpeed Sign-In

A. On your computer, open internet explorer and enter this address in the address line:  
<https://dodea.gradespeed.net>

B. The 'Sign In' screen appears. Click on 'Parent' to begin.



C. Once the 'Sign In to ParentConnection' screen opens, Switch to "Department of Defense Pacific" using the drop down arrow. Look to the lower left and click on 'Click here to sign up'.



### II. Parent Account Signup

A. The 'Parent Account Signup' window opens. Follow the directions noted on the screen to fill in the required fields. At this point, you may want to have a pen and paper

ready in order to record the username and password you have chosen. This way you have the information ready for the next time you choose to login to ParentConnection. **Important Note:** The email address entered in the signup must match the sponsor's email on file at the school. When you are finished, click 'Sign Up' to submit your application.

### 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" value="sampleparent"/>	Your First Name:	<input type="text" value="Sample"/>	M.I.	<input type="checkbox"/>
Password:	<input type="password" value="*****"/>	Your Last Name:	<input type="text" value="Parent"/>		
Confirm Password:	<input type="password" value="*****"/>	Your Address:	<input type="text" value="CMR Box 000"/>		
		City:	<input type="text" value="APO"/>		
		State:	<input type="text" value="Armed forces Pacific"/>		
		Zip:	<input type="text" value="09000"/>		
E-mail:	<input type="text" value="sampleparent@af.mil"/>	Primary Phone:	<input type="text"/>		
Confirm E-mail:	<input type="text" value="sampleparent@af.mil"/>	Alternate Phone:	<input type="text"/>		
<a href="#">Sign Up</a>   <a href="#">Cancel</a>					

### III. Add a Student to Your Account

A. After completing the 'Signup', you will enter the ParentConnection welcome screen. Look to the bottom of the page and select 'Add a student to my account'.

#### Welcome to ParentConnection

**Department of Defense Pacific**

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as **sampleparent**.

[\[Log Out\]](#)

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](#)

B. Fill out the 'Application for Access to New Students' noting the instructions provided in the window. Pay close attention to enter the student name and birth date exactly as it appears in school records. Click 'Submit' to finish.

Welcome to ParentConnection

**Department of Defense Pacific**

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as **sampleparent**.  
[Log Out]

### 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 please enter the information accurately. This information will be compared against student records as a qualification for approval.  
**Please do not use nicknames, but rather the student's full legal name.**

Student First Name:	Student *
Student Last Name:	Sample *
Campus:	SHAPE High School *
Date of Birth:	07/09/1992 * MM/DD/YYYY

C. If you enter the student information correctly, an alert will appear indicating the request is pending approval.



If you did not enter the information as it appears in school records, the error below will be displayed. You then have the option to change the information and re-submit.



D. Upon successfully submitting your application, a new screen will open showing the current students associated with your account. Notice the status of 'pending' will appear until school personnel have reviewed, approved and activated your account. Should you have additional children at the same or another DoDDS school, you can click on the 'Add Students' button to request access to them as well.

### Current Students:

Name	Student ID	Campus	Parents	Status	
Sample	00000	Kadena Middle School	1	Pending	Remove

### IV. School Confirmation

A. Upon receipt of your application, school personnel will review your information, compare it to records on file and verify that you have access to information on the student

selected. If access is approved, an email message will be sent to the email address provided when you signed up.

B. If you would like to see the number of accounts that have requested access to your child's information, note the 'Parents' column in the 'Current Students' screen. In this example, there have been 3 requests. If you find that this number is greater than the amount of accounts you have requested, please contact the school to confirm which accounts should be active and which requests should be deleted. This number does not necessarily indicate the number of active accounts with access, but the number of requests made for access to the student.

Welcome to ParentConnection						
Current Students:						
Department of Defense Pacific		Name	Student ID	Campus	Parents	Status
		<input type="text"/>	<input type="text"/>	<input type="text"/> Elementary School	3	Pending
<a href="#">Add Students</a>						

## V. Account Settings

A. Anytime you login to your account, you can access the 'My Settings' page by clicking on the link to the left of your screen as shown below. On this screen, you can reset your password as needed and view your account profile.

Welcome to ParentConnection			
My Settings:			
Username:	sampleparent	Name:	Parent, Sample
Password:	<a href="#">Reset Password</a>	Address:	CMR Box 000
		City:	APO
Primary Phone:	<input type="text"/>	State:	Armed forces Pacific
Alternate Phone:	<input type="text"/>	Zip:	09000
E-mail:	sampleparent@af.mil		
<a href="#">Save</a>   <a href="#">Cancel</a>			
Fields marked with a * are required.			

## VI. Student Grades

A. To access student grades, first select the 'Current Student' from the dropdown list on the left side menu of the screen. Then click on the 'Grades' link under 'Select a section'. Once the screen appears, you can review assignment data for each class by clicking on the overall score for each cycle/quarter. This will open the detail area near the bottom of the page that shows all assignments divided by category. Any notes or comments for the assignments or grades will also appear.

Welcome to ParentConnection

**Department of Defense Pacific**

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

You are currently logged in as   
[\[Log Out\]](#)

**Student Grades:**

(Elementary School)

Teacher	Course	Period	Cycle 1	Cycle 2
<input type="text" value=""/>	Art 4 (4A)	1	92	
<input type="text" value=""/>	Health Education 4 (4A)	1	80	
<input type="text" value=""/>	Int Lang Arts-Read 4 (4A)	1	55	
<input type="text" value=""/>	Intercultural Ed 4 (4A)	1		
<input type="text" value=""/>	Life Skills 4 (4A)	1	77	
<input type="text" value=""/>	Mathematics 4 (4A)	1		
<input type="text" value=""/>	Music 4 (4A)	1		
<input type="text" value=""/>	Physical Education 4 (4A)	1		
<input type="text" value=""/>	Science 4 (4A)	1		
<input type="text" value=""/>	Social Studies 4 (4A)	1	83	

**Life Skills 4 (4A) (Period 1)** 77

Grades 100 %

Assignment	Assigned	Due	Grade	Note
4	Aug-29	Aug-30	55	
5	Aug-29	Aug-30	99	
Test Assn 1	Sep-4	Sep-5		
			Average	77

**Comments**

Music Participation - P  
Shows good sportsmanship - /

## VII. Emailing a Teacher

A. To email a teacher, you can select the teacher name (blocked for privacy in this example) from the list on the Student Grades screen. This will automatically open your email account utility (if a default is setup on your computer) and add the teacher's email address in the 'To:' line of a blank message. You can then add a message and send as you see fit.

Welcome to ParentConnection

**Department of Defense Pacific**

Current Student:

Select a section:

- Grades
- Attendance
- Calendar
- My Settings

**Student Grades:**

(Elementary School)

Teacher	Course
<input type="text" value=""/>	Art 4 (4A)
<input type="text" value=""/>	Health Education 4 (4A)
<input type="text" value=""/>	Int Lang Arts-Read 4 (4A)
<input type="text" value=""/>	Intercultural Ed 4 (4A)
<input type="text" value=""/>	Life Skills 4 (4A)
<input type="text" value=""/>	Mathematics 4 (4A)
<input type="text" value=""/>	Music 4 (4A)
<input type="text" value=""/>	Physical Education 4 (4A)
<input type="text" value=""/>	Science 4 (4A)
<input type="text" value=""/>	Social Studies 4 (4A)