

Requesting an Account in ParentConnection

Audience: Parents/Guardians

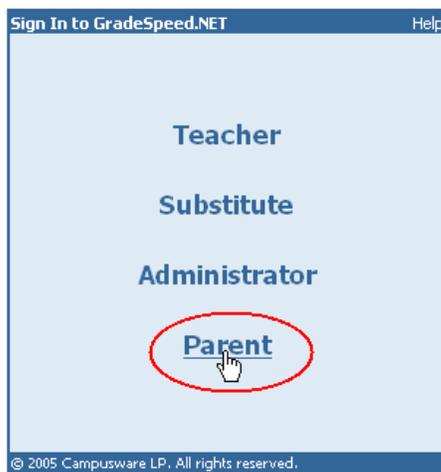
Estimated Time taken to Perform Process: 5-10 Minutes

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.

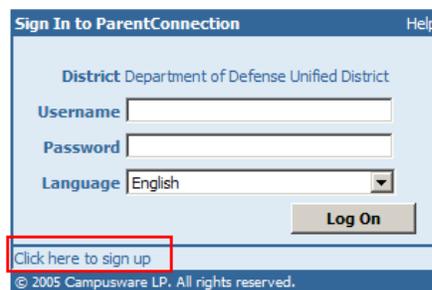
I. Access GradeSpeed Sign-In

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

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



C. Once the 'Sign In to ParentConnection' look to the lower left and click on 'Click here to sign up'.



Due to a Gradespeed update over the summer,
all parents will have to re-establish their parent portal accounts.
We are sorry for any inconvenience.
If you have any questions or concerns please contact your schools technical support.

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"/> *	Your First Name*:	<input type="text"/> M.I. <input type="text"/>
Password:	<input type="text"/> *	Your Last Name*:	<input type="text"/>
Confirm Password:	<input type="text"/> *	Your Address*:	<input type="text"/>
Language	<input type="text" value="English"/>	Address 2:	<input type="text"/>
		City*:	<input type="text"/>
		State*:	<input type="text" value="Virginia"/>
		Zip*:	<input type="text"/>
		Primary Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
		Alternate Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>

Email Addresses

Please click the button below to add an email address to this account.

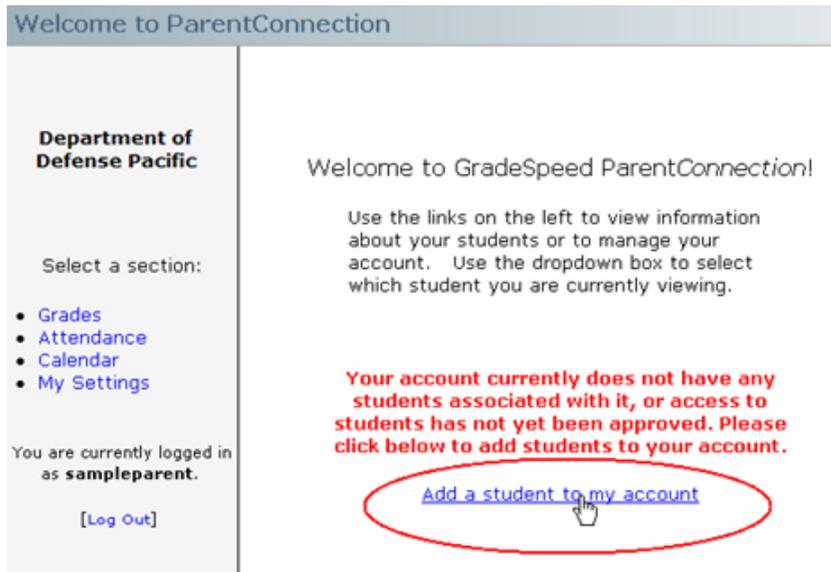
You must add a current email address, in order for your parent account to be activated.

|

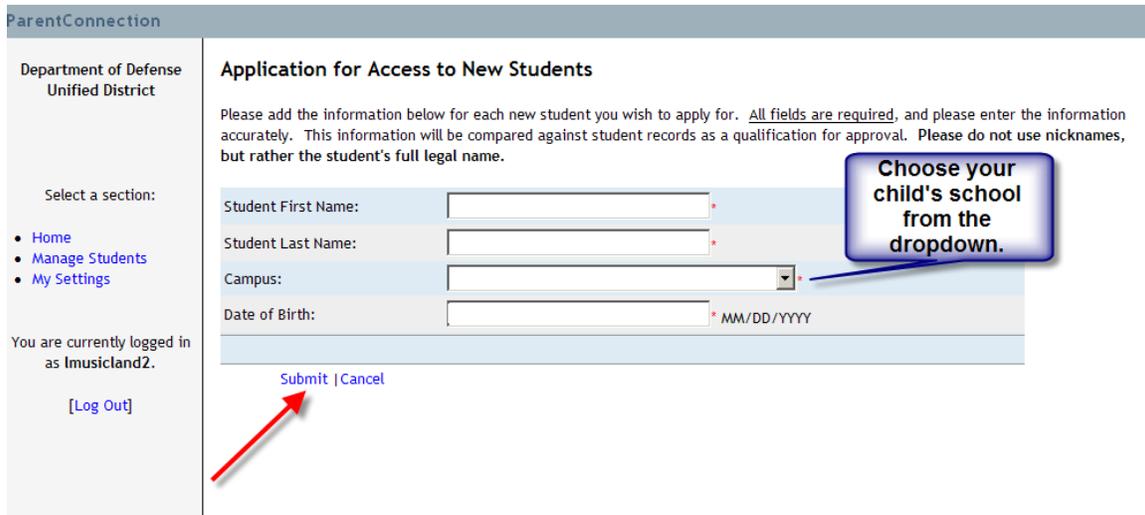
You will get a message that says your account is "verified", if you have completed everything correctly. Then you can add students to your account.

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'.



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.



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:

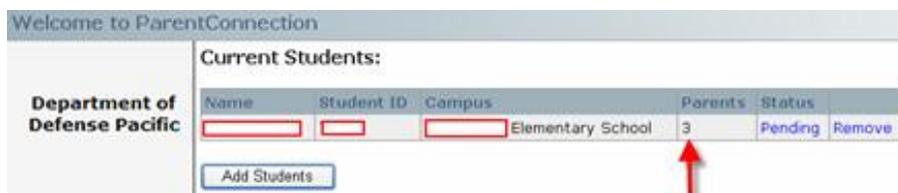
Name	Student ID	Campus	Parents	Status	
Sample	00000	Kadena Middle School	1	Pending	Remove

Add Students

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.



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.

ParentConnection

Department of Defense
Unified District

Select a section:

- Home
- Manage Students
- **My Settings**

You are currently logged in as

[Log Out]

My Settings

Username: Name:

Password: [Reset Password](#)

Language:

Address*:

Address 2:

City*:

Primary Phone: () -

State*:

Alternate Phone: () -

Zip*:

Email Addresses	Primary	Status
<input type="text"/>	<input checked="" type="radio"/>	Verified

[Save](#) | [Cancel](#) 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)