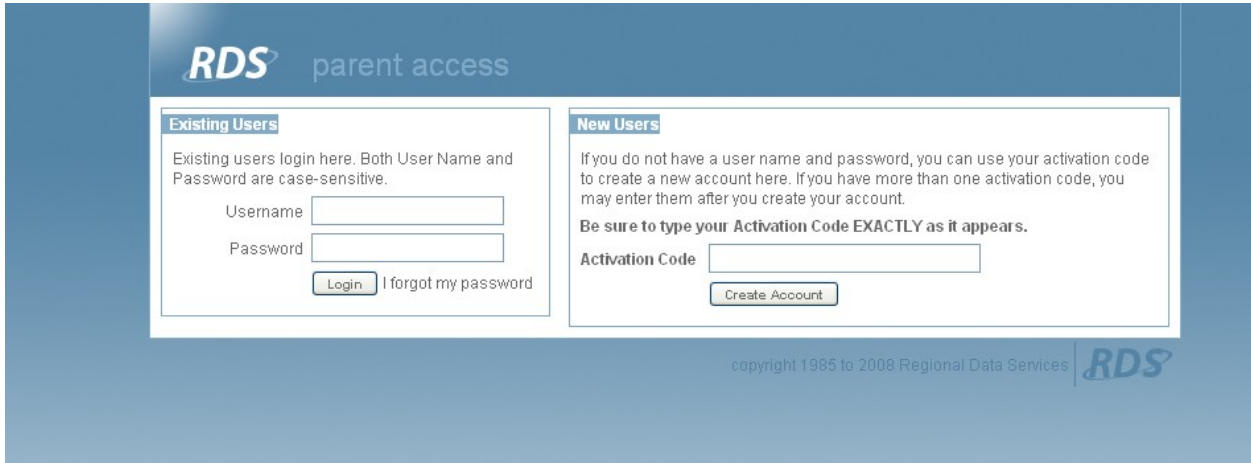


PARENT USER GUIDE

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Access the website at <http://parentaccess.mcas.k12.in.us> and you will see this screen.

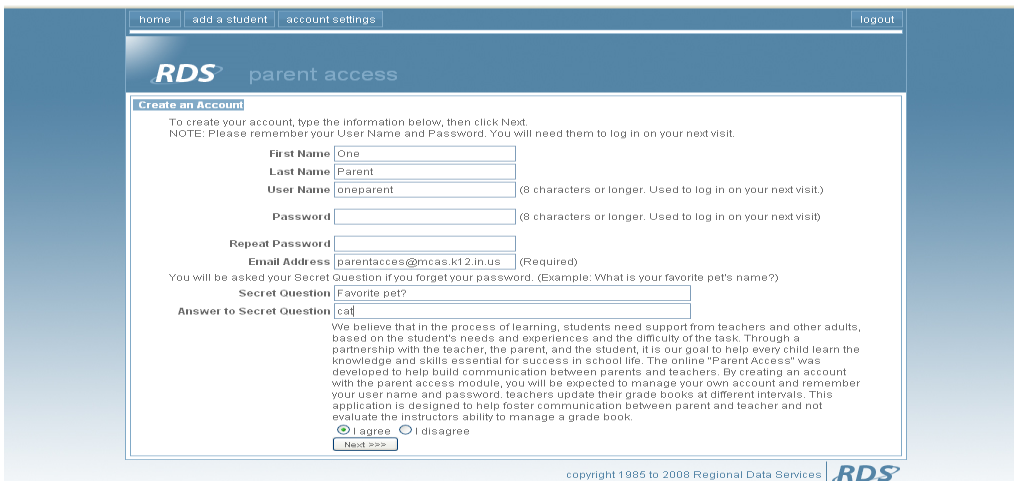


Existing User

1. Enter your user name and password (max of three incorrect attempts) and press **Login**.
2. The **Forgot My Password** button will prompt you with your secret question (to verify identity) and reassign a password via email.

New users

1. Enter your student-specific activation code exactly as it is written (lower and upper case letters).
2. **Press Create Account** and complete the screen shown below.
3. Entering an email address allows the system to assign a new password via email, when the **Forgot My Password** button is used, eliminating a call to the administrator.
4. When done, press **next**.

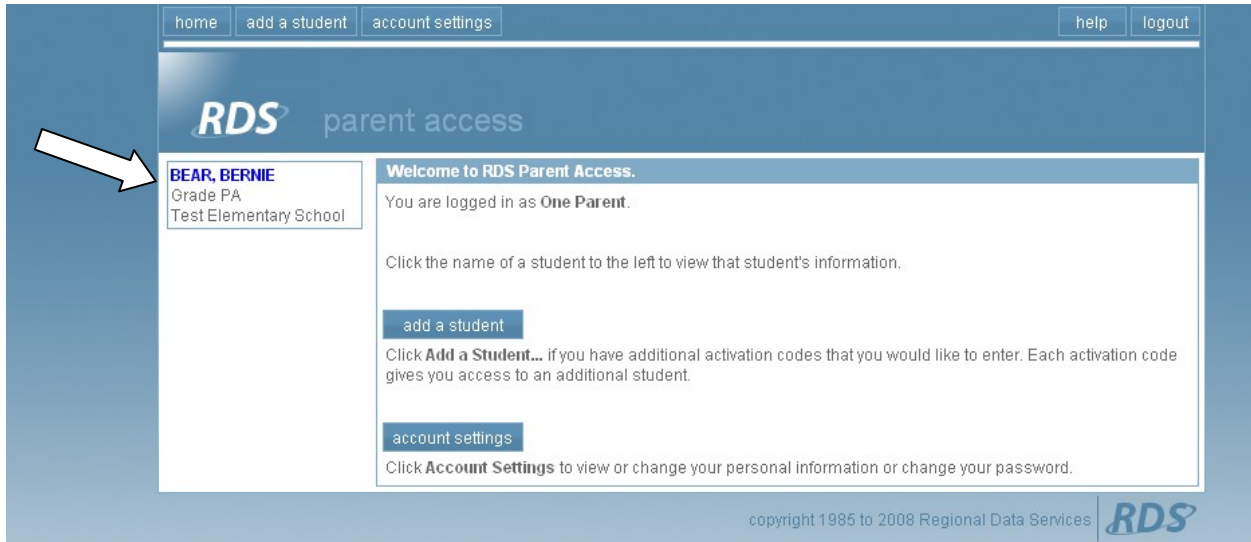


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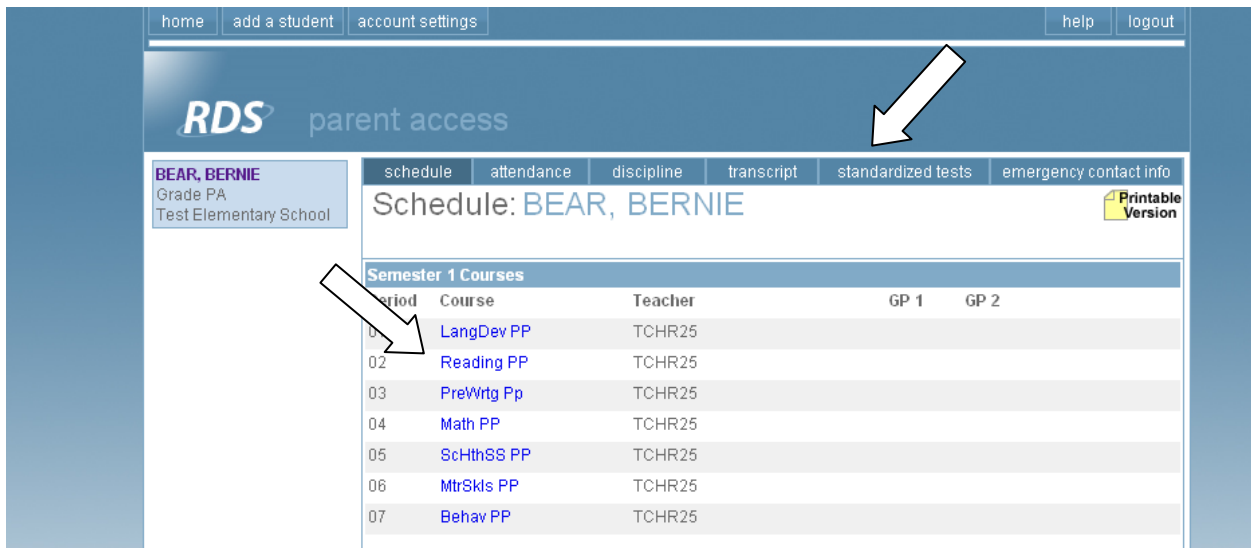
Parent Welcome Page

1. Confirms your login and presents a menu
2. Add a student
3. Manage account settings
4. Student Information – to see student information, **click on the student displayed.**



Student information Page

1. **Click on tabs** to see student's schedule, attendance, discipline, transcripts, standardized test and emergency contact information.
2. **Click on the course name** to view current and upcoming assignments, grades, missing assignments on this course.



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Add another Student

1. Click **Add a Student** and enter their activation code
2. Click **Activate** - a message confirms the activation and displays the second student on the menu.
3. If a parent has three children, she is given three activation codes. This is where several accounts can be combined into one.
4. When done, click **I'M FINISHED ADDING ACTIVATION CODES.**
5. If a second activation code is needed for a student, contact **the school office.**

