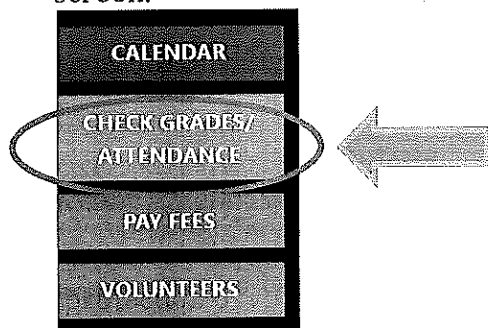


## Creating a Parent Portal Account

For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To establish a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

1. Log on to the following Site: <http://www.pasco.k12.fl.us/parents> and select **Check Grades / Attendance** under the **PARENTS LINK** menu area located on the left hand side of the screen.



2. You will select Parents: Click **HERE** to register for an account.

A screenshot of the myStudent Parent Portal interface. At the top, there are input fields for 'Username' and 'Password', followed by a 'Log In' button. Below these fields, the text reads 'Welcome Parents: Click **HERE** to register for a new account or to add another student to your account.' Underneath this is a section with the heading 'Directions' and 'Instrucciones' (with 'Instrucciones' underlined). A note states: 'Note: Use Firefox or Chrome to log into the myStudent Parent Portal. If you've set up an account, please sign in above.' At the bottom, there is a link that says 'Need Help?'.

3. On the entrance screen is a message with three (3) options to choose from:

I DO NOT have an account registered on the Parent Portal but my child is actively enrolled

I have an Account Registered on the Pasco County Schools Parent Portal Registration but would like to ADD A CHILD

I have Forgotten My Password and would like to generate a new one



## Pasco County Schools Parent Portal Registration

Welcome to the Pasco County Schools Parent Portal Registration. The myStudent parent portal is a tool designed to enhance communication and parental involvement. This portal will allow you to monitor your child's progress in school by providing access to academic, attendance and test history information, as well as teacher communication options.

To create your Parent Portal Account, you are required to enter:

- Parent Pin Number
- Student ID Number
- Student Birthdate

**Important Note:** Each student will be assigned a PIN number. If you do not know your enrolled child's Student ID number or Parent Pin number, you cannot link to the child from home. Please email a copy of your photo ID, student's name and Student ID to our Registrar Ashtin Korte: [akorte@pasco.k12.fl.us](mailto:akorte@pasco.k12.fl.us)

[I DO NOT have an account registered on the Parent Portal but my child is actively enrolled](#)

[I have an Account Registered on the Pasco County Schools Parent Portal Registration but would like to ADD A CHILD](#)

[I have Forgotten My Password and would like to generate a new one](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)  
[Klike isit la pou kreye/aktyalize kont Pòtay Focus pou Paran yo nan lang kreyòl ayisyen](#)  
[Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal](#)

- If you do not yet have a parent account, click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled.**

[I DO NOT have an account registered on the Parent Portal but my child is actively enrolled](#)

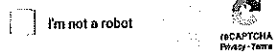
- Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click **Submit**.



## Parent Portal Registration

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name:  (Required)  
 Parent/Guardian Last Name:  (Required)  
 Email Address:  (Required)  
 Create Password:  (Minimum 8 characters)  
 Retype Password:  (Required)



## 6. Select **I would like to ADD A Child who is already enrolled.**

### Students

**You do not have any linked students at this time.**

[ [I would like to ADD A CHILD who is already enrolled.](#) ]  
 [ [I would like to APPLY FOR ENROLLMENT for a new child.](#) ]  
 [ [I am FINISHED adding students. Please take me to the Portal.](#) ]


7. Enter the required information to identify your child. There are three requirements to link a student to a parent account. The PIN number can be obtained by contacting your child's school to acquire the unique PIN per student you are connecting to in the parent portal. If another custodial parent already has access to the parent portal, they can provide the PIN, via the Parent Portal under the Parent Information page to the parent creating an account. Multiple children can be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Please enter your student's information:

Student ID:  (Required)

Student's Birthdate: January 1 2019 (Required)


PIN:  (Required)

☐ I'm not a robot 

[ [Return to the Student listing.](#) ]

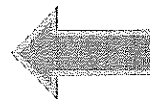
8. Your child's name will display on the screen. To add another child, click **I would like to ADD ANOTHER CHILD**. Otherwise, click **I am FINISHED adding students CREATE MY ACCOUNT**.

Students



Student's Name

[ [I would like to ADD A CHILD who is already enrolled.](#) ]  
 [ [I would like to APPLY FOR ENROLLMENT for a new child.](#) ]  
 [ [I am FINISHED adding students. Please take me to the Portal.](#) ]




9. A. To **Add Another Child**, enter all of the information required and click **Add Student**.  
**NOTE: This step can be completed as many times as necessary, or at a later date if needed.**

Please enter your student's information:

Student ID:  (Required)

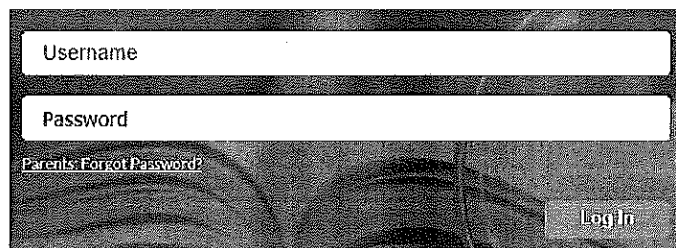
Student's Birthdate: January 1 2019 (Required)

PIN:  (Required)

☐ I'm not a robot 

[ [Return to the Student listing.](#) ]

10. Enter your new username and password on the Portal login screen. Click **Log In**. Username is the email address used to create the parent portal account. The password is the unique password chosen by the parent as they created a parent portal account.

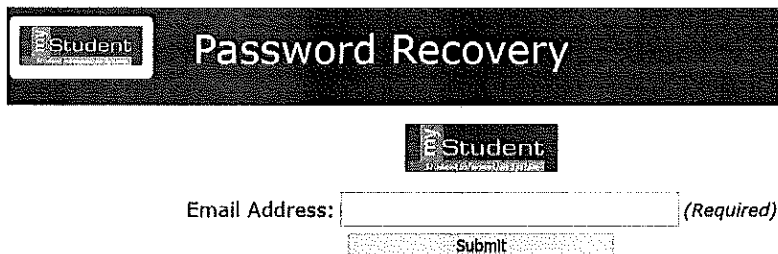


A screenshot of the Parent Portal login interface. It features two input fields: 'Username' and 'Password'. Below the password field is a link that reads 'Parents: Forgot Password?'. To the right of the input fields is a 'Log In' button.

- A. If you have forgotten your password, click the link at the bottom of the sign-on page or select the link from the Parent Portal Registration page.

[I have Forgotten My Password and would like to generate a new one](#)

- B. Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.



A screenshot of the 'Password Recovery' form. At the top left is the 'My eStudent' logo. The title 'Password Recovery' is centered at the top. Below the title is another 'My eStudent' logo. The form contains a label 'Email Address:' followed by a text input field. To the right of the input field is the text '(Required)'. Below the input field is a 'Submit' button.