

Creating and Working with Parent Connection Accounts

There are 2 different steps involved to be able to view your child's grades, attendance, and discipline.

STEP 1: Creating Your Account

Access your web browser (example, Internet Explorer) and enter the following URL into the address bar: <http://parentaccess.pasadenaisd.org>.

Click Here to Continue to
Parent Connection

Select the link.

To begin creating your parent account, please select the "[Click here to sign up](#)".

NOTES:

1. If you experience any issues adding your child to your view, please contact the campus your child is enrolled at to make sure you have correct information as entered in our student information system.

Sign In to ParentConnection Help

District Pasadena ISD

Username

Password

Log On

[Click here to sign up](#)

[Forgot your password?](#)

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Click here to create account

Welcome to the Pasadena ISD Parent Connection. If you are a new user and do not have an account, select the "[click here to sign up](#)" link.

Upon accessing the Sign Up link, you will be connected to the Parent Registration Page as seen below:

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"/>
Password Requirements:	Minimum Length: 6	City*:	<input type="text"/>
	Letters & Numbers	State*:	Texas <input type="button" value="v"/>
		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 have at least one email address in this account.

← Click here to enter your required email address

User Agreement:

To the Parent/ Guardian:

By completing the application for this account, you authorize the Pasadena Independent School District (PISD) to make your student's grades, attendance, and discipline information available to you by means of the Internet. The information involving your student will be available on a website that is designed to be secure and accessible only by a login username and password that you select.

PISD will not make your username/password publicly available, and the account is designed so that the

I agree to the above terms of usage *

(You must check the above box in order to proceed)

[Sign Up](#) | [Cancel](#)

Enter the username that you would like to create; then fill out the rest of the information. All fields denoted with a red asterisk are required. **It is critically important that ALL information on this page be filled out COMPLETELY and ACCURATELY!** The approval of your account is dependent upon accurate information being entered in the **Parent Connection** sign up screen.

NOTE *** Be certain that your email address is correct; this is how your account status will be communicated to you. Inaccurate information on this section could cause your account to be denied.

When you click on the email icon to add your email address, you will be prompted to enter the email address 2 times. See example window below:

Please enter the new email address.

Email:

Confirm:

Primary Phone*: () -

Enter your email address 2 times here and click OK.

After completing the form and checking on the box to "Agree" with the terms, click on **Sign up** at the lower left-hand corner of the screen.

User Agreement.

To the Parent/ Guardian:

By completing the application for this account, you authorize the Pasadena Independent School District (PISD) to make your student's grades, attendance, and discipline information available to you by means of the Internet. The information involving your student will be available on a website that is designed to be secure and accessible only by a login username and password that you select.

PISD will not make your username/password publicly available, and the account is designed so that the

I agree to the above terms of usage *

(You must check the above box in order to proceed)

[Sign Up](#) |

Click here to agree to the terms of usage

Click here to save info and sign up

If all information entered on account creation page is correct, you will now see the **ParentConnection Email Verification** Window.

You should also receive an email to the email address you provided in account setup. If you do not, please check and verify that your email address entered is correct.

Open the email and enter the code exactly as it is displayed in the field for your Email Verification. Click Continue to proceed.

ParentConnection Email Verification

Current User:

We sent a verification code via email to:

Please enter the code below to continue

[Return to Login](#)

Example code only. Please enter code received in your email notification.

Example Email You will receive:

From: noreply@noreply.com [mailto:noreply@noreply.com]
Sent: Wednesday, November 28, 2007 8:10 AM
To: [jdoe](#)
Subject: [ParentConnection](#) Confirmation for Pasadena ISD

Dear John,

Thank you for signing up for ParentConnection for Pasadena ISD.

Please confirm your email address by logging in to your account and entering the verification code below

Web Address: <http://parentaccess.pasadenaisd.org>

Username: [jdoe](#)

Password: [astros34](#)

Verification Code: J2pCV1WLWx306wDSqY8M

Use this code. Enter using upper and lower case as displayed.

If you did not sign up for this account, please call Pasadena ISD immediately and report this attempt at the following information when you report this e-mail.

Requested from: 10.240.31.100 (10.240.31.100)

Request time: 11/28/2007 8:10:26 AM

You now have an account, but there are no students associated with your account.

Step 2: Adding Students To Your Account:

After you have created your account, you should see the **Welcome** screen for ParentConnection:

Welcome to ParentConnection

Pasadena I.S.D.
Parent Connection

Pasadena ISD (Demo)

Select a section:

- Grades
- Attendance
- Discipline
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

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.

Welcome to the PISD Parent Connection! You may add additional students at other participating campuses from menu selections below. Please contact your student's campus for any questions regarding Parent Connection. Thank you.

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](#)

Click here to add first student

Select the **"Add a student to my account"** link to add your child to your personal account. Additional students may be added later.

The following screenshot will now appear:

Welcome to ParentConnection

Pasadena I.S.D.
Parent Connection

Pasadena ISD

Current Student:
Daugherty, Ethan

Select a section:

- Grades
- Attendance
- Triggers
- Manage Students
- My Settings

You are currently logged in as **bdaugherty**.
[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 ID:	<input type="text"/>	*
Student First Name:	<input type="text"/>	*
Student Last Name:	<input type="text"/>	*
Student Address:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	Texas	*
Zip:	<input type="text"/>	*
Campus:	Select One	*
Date of Birth:	<input type="text"/>	* mm/dd/yyyy
Student SSN:	<input type="text"/>	* xxx-xx-xxxx

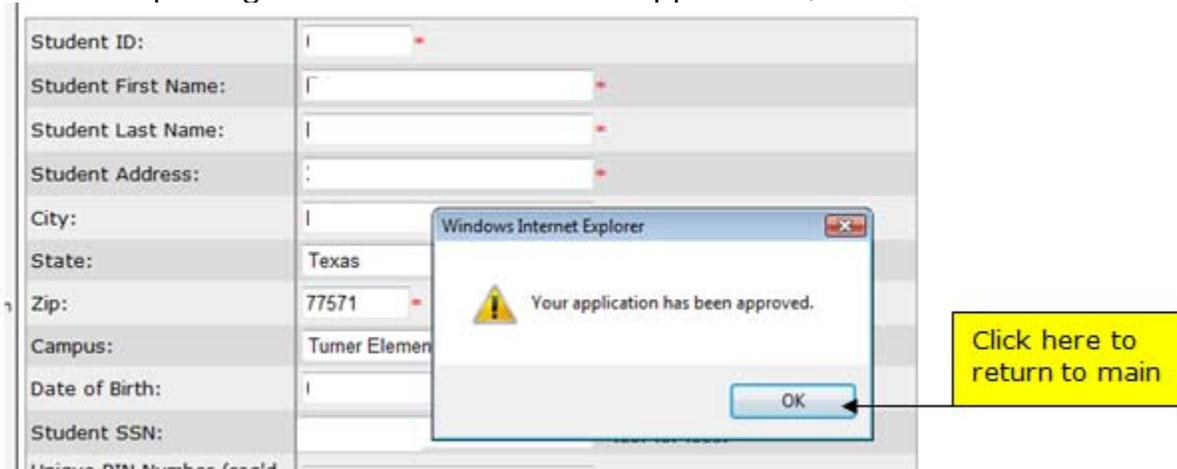
Submit | Cancel

Click here to save and submit.

It is critical that you enter your child's personal information identical to how it has been entered into the school's computer system. You must have this information correctly entered or your application for student access will be denied and you must start over to

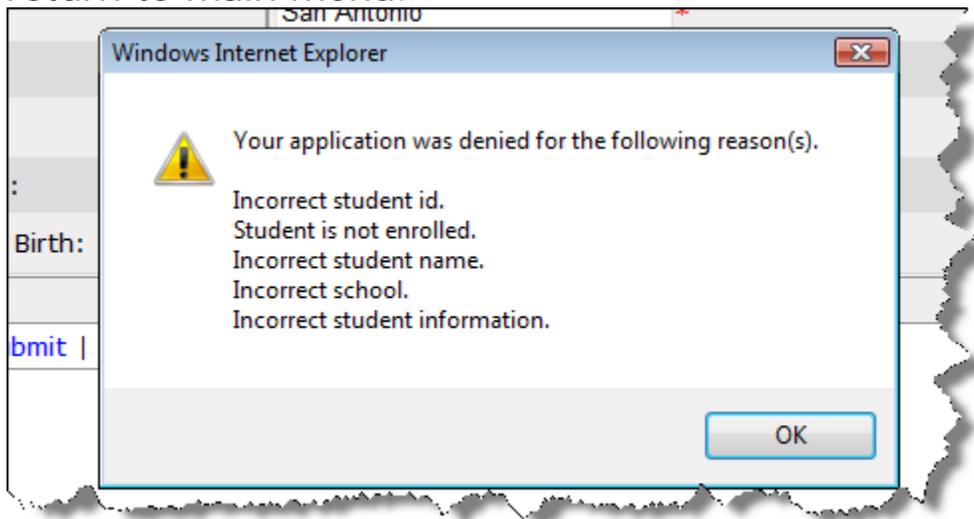
add your student. If you have any issues with format of your child's information as entered in the computer system, you will need to contact your child's campus.

After completing all of the fields on the application, click on **Submit** to add the Student.



If all information has been entered correctly, you will application will be approved. Select "OK" to return to the current students screen.

If system found any invalid information, you will receive error indicating incorrect information and your application will be denied. Click "ok" to return to main menu.



Remove the denied student application by selecting "Remove" and try adding student again by selecting "Add Students".

Welcome to ParentConnection

Pasadena I.S.D. Parent Connection

Pasadena ISD (Demo)

Select a section:

- Grades
- Attendance
- Discipline
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

Current Students:

Name	Student ID	Campus	Parents	Status	
Boatright, Johnny	651167854		1	Denied	Remove

[Add Students](#)

1. Select to remove denied application

2. Select to add student.

Upon successfully adding a student to your account, the Current Students screen will list available students and which student is currently selected.

Welcome to ParentConnection

Pasadena I.S.D. Parent Connection

Pasadena ISD (Demo)

Current Student: Boatright, Johnny

Select a section:

- Grades
- Attendance
- Discipline
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

Current Students:

Name	Student ID	Campus	Parents	Status	
Boatright, Johnny	635167854	High School	1	Active	Remove

[Add Students](#)

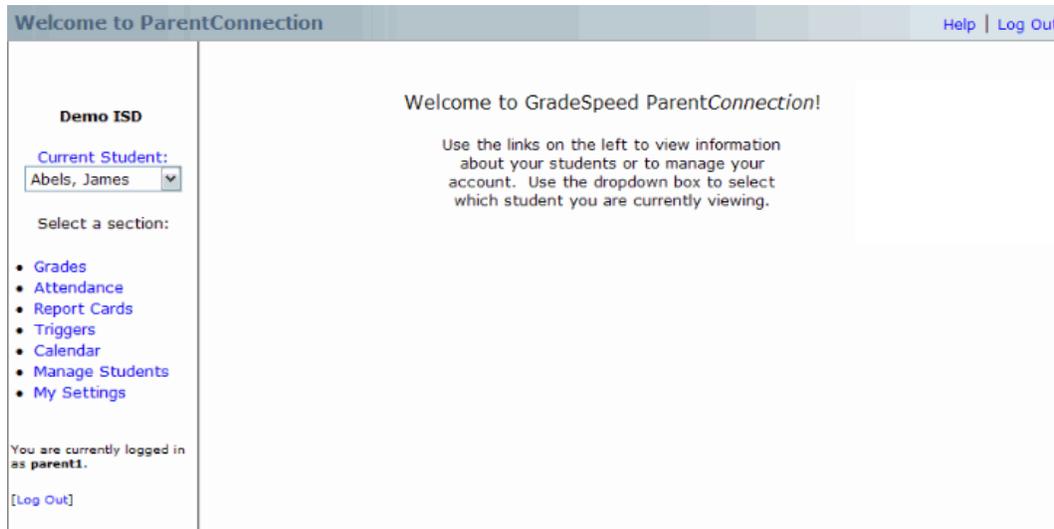
Click here to add another student.

Indicates current student you have selected.

To add additional students, select "Add Students".

Tools for Parents

Once your account has been created, the following screen will appear each time you sign in:



To associate students to the your account, click **Add a student to my account**. For a complete explanation of the process of adding a student, click here.

If you already have access to your student(s), select a student from the **Current Student** drop-down menu.

You can access the following features within your account by clicking the links. Please note that some options may not be available at your student's school.

- Grades:** click to view grade information for the Current Student.
- Attendance:** click to view attendance information for the Current Student.
- Report Cards:** click to view your student's report cards
- Triggers:** click to set up grade and attendance notification.
- Manage Students:** click to manage associated students or add new students.
- My Settings:** click to edit the parent account information (name, address, email, password, etc.)

Viewing Student Grade Information

To view grades for one of these active students, select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:
Abels, James ▼

Select a section:

- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

You are currently logged in as **parent1**.

[Log Out]

Click **Grades**. The following screen will appear:

Student Grades:												
ABELS, JAMES												
Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										

This view displays the student's courses, the names of the student's teachers, the period in which each course takes place, and the student's average grade for each cycle in each course. To view details about an average grade, click the grade that is highlighted in **bright blue**. The following expanded information will appear below the average grades:

Student Grades:

Student: Abels, James

Course	Teacher	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Cycle 4	Cycle 5	Cycle 6	Exam 2	Sem 2
GEOMETRY	BYRD, D.	1	92	56	97		92	76				87
LATIN I	LEHMANN, N.	2		93			93					
COMM APP	KLUMPP, C.	3	89	80			85					
ENGLISH I	CRENWELGE, S.	4										
WORLD GEO	OSTOS, B.	5										
BIOLOGY	CHRISTIAN, R.	6			A							A
FOOTBALL 9	BYRD, D.	7										

Teacher: Clark Malvern Course: GEOMETRY

Category	Assignment	Points Possible	Points Earned	Due	Assigned	Note
assignments	semester exam	100		Oct-11	Oct-11	
	study for test	100		Oct-12	Oct-11	
	textbook probs. 1-15	15		Oct-12	Oct-11	
	bring teacher candy	1		Oct-12	Oct-11	
	extra credit	2	exc	Oct-29	Oct-28	
	textbook page 60 probs 1-15	15	100	Sep-13	Sep-10	
Average:		100 (25%)				
daily quiz	pop quiz	100	85	May-21	May-21	
	Average:		85 (25%)			
participation.	(No Grades) Average:		-- (20%)			
tests	textbook page 65 problems	15	100	May-22	May-21	
	chapter 2 test	100	100	May-22	May-21	
	chapter 3 test	100	75	May-28	May-28	
	Average:		91.67 (30%)			

This expanded view also displays any assignments that the student has received, grade information for assignments, exams, and tests, six-week averages, and relevant dates. Teachers can also enter notes for parents to read. If a teacher's email address has been entered in that teacher's profile, parents can click the teacher's name to send the teacher an email. Parents will be able to tell if a teacher has this email accessibility because the teacher's name will be highlighted.

Viewing Student Attendance Information

To view attendance data for one of these active students, first select the desired student from the drop-down list labeled **Current Student**.

Demo ISD

Current Student:
Abels, James ▼

Select a section:

- Grades
- Attendance
- Report Cards
- Triggers
- Calendar
- Manage Students
- My Settings

You are currently logged in as parent1.

[Log Out]

Click **Attendance**. The following screen will appear:

NOTE: If your student has no absent or tardy codes entered, then no dates will be displayed. (i.e. screen will be blank)

Student Attendance:		
Abramovic, John (1st Elementary School)		
Date	Class Period	Description
9/14/2006 (Sep-14)	1	Absent
11/7/2006 (Nov-7)	1	Absent
11/8/2006 (Nov-8)	1	Absent
11/21/2006 (Nov-21)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
	9	Excused Absence
12/5/2006 (Dec-5)	1	Absent
12/6/2006 (Dec-6)	1	Excused Absence
	10	Excused Absence
	2	Excused Absence
	3	Excused Absence
	4	Excused Absence
	5	Excused Absence
	6	Excused Absence
	7	Excused Absence
	8	Excused Absence
9	Excused Absence	

This screen displays dates and periods during which an attendance other than "Present" code was entered for the student.

Report Cards

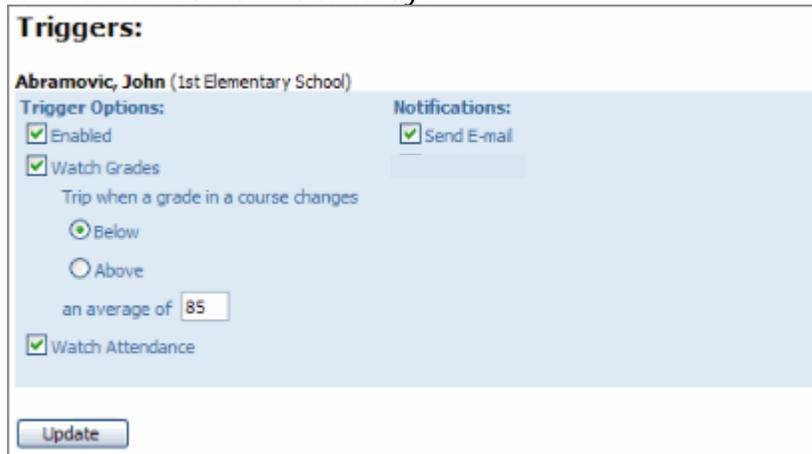
ParentConnection allows you to download and view your student's report card online.

Student Report Cards:		
Student	School	Format
Abramovic, John	1st Elementary School	Adobe Acrobat

To view the report card, click the hyperlinked text underneath the **Format** column heading. The report card will open up in either Microsoft Word (Microsoft Works and Google [Writely](#) can both be used to view DOC files if Word is not installed on your computer) or Adobe Acrobat Reader. The format is determined by the school.

Triggers

The **Triggers** tool allows you to receive notification if your students' grades cross a threshold, or if your students are marked absent or tardy.



The screenshot shows a configuration window titled "Triggers:" for a student named "Abramovic, John (1st Elementary School)". The window is divided into two main sections: "Trigger Options:" and "Notifications:". Under "Trigger Options:", there are three checked checkboxes: "Enabled", "Watch Grades", and "Watch Attendance". Below "Watch Grades", there is a text label "Trip when a grade in a course changes" followed by two radio buttons: "Below" (which is selected) and "Above". Below the radio buttons is a text input field labeled "an average of" with the number "85" entered. Under "Notifications:", there is one checked checkbox labeled "Send E-mail". At the bottom left of the window is an "Update" button.

First, choose a student from the drop-down list. If you only have one student associated with your account, it will already be set.

Trigger Options

To enable the triggers, check the box marked **Enabled**.

To set the system to monitor your student's grades, check the box marked **Watch Grades**.

Use the radio buttons to indicate whether you want notification for a high grade threshold (for example, you want notification when your student's grade rises above a 95) or a low grade threshold (you want notification when your student's grade drops below a 70).

Next, enter the grade threshold that will trigger the notification.

You can also check the box marked **Watch Attendance** to receive notification when your student is marked absent or tardy.

Notifications

You can choose to either receive an email or a phone call when your trigger is "tripped."

To receive an email when your trigger is "tripped," check the box marked **Send E-mail**.

Once your student's trigger is set to your liking, click **Update**.

Manage Students

After creating their accounts, parents can add student associations to their account or manage existing student associations. To do so, parents should select **Manage Students** from the menu on the left. The following screen will appear:

Current Students:					
Name	Student ID	Campus	Parents	Status	
Abel, Frank	1595	Training	1	Denied	Remove
Abels, James	1048	Training	1	Active	Remove

[Add Students](#)

Request to add a student

To add a student to the account, click **Add Students** to display the application form. Parents can also access this form by clicking "Add a student to my account" from the greeting screen.

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 ID:	<input type="text"/>	*
Student First Name:	<input type="text"/>	*
Student Last Name:	<input type="text"/>	*
Student Address:	<input type="text"/>	*
City:	<input type="text"/>	*
State:	Texas	▼ *
Zip:	<input type="text"/>	*
Campus:	Select One	▼ *
SSN:	<input type="text"/>	*
Date of Birth:	<input type="text"/>	*

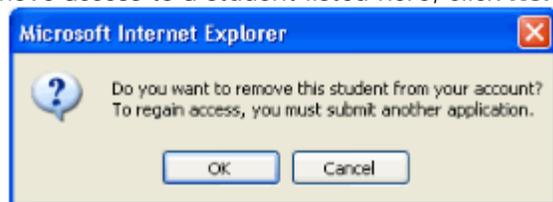
[Submit](#) | [Cancel](#)

As indicated on this screen, information must be entered in all fields. Take care that all data is accurate; access to the student's grades will be approved or denied based on the information in this application. The school administration will be unable to approve access to this student if any information is missing or incorrect. Please also note that the school administration may under certain circumstances deny access to the student's grades even if all information is accurate.

After filling all required fields, click **Submit**, located near the bottom of the screen. After clicking **Submit**, the parent will be returned to the **Current Students** list, and the requested student's name will appear with his or her status set to **Pending**.

Remove a Student

To remove access to a student listed here, click **Remove**. A window will appear to confirm this action.



Once a student has been removed, the parent-entered information is lost, and a new application must be completed before the school administration will consider granting access to the student's grades.

My Settings

Parents can select **My Settings** from the menu on the left to view and edit their account information.

Username:		Name:	Smith, John J
Password:	Reset Password	Address:	15303 Huebner Rd *
			Suite 11
		City:	San Antonio *
Primary Phone:	(210) 614-0781 *	State:	Texas ▾ *
Alternate Phone:	(210) 614-0781	Zip:	78248 *
E-mail:	info@campusware.com		
Save Cancel			

Fields marked with a * are required.

To reset the account password, click **Reset Password**. The following window will appear:



Reset Password - Microsoft Internet Ex...

Old Password:

New Password:

Confirm New Password:

Simply enter the old password and new password as indicated, then click **Change Password**.

To edit contact information, simply make the changes in the appropriate fields. Once all desired changes have been made and all the information is correct, click **Save**.