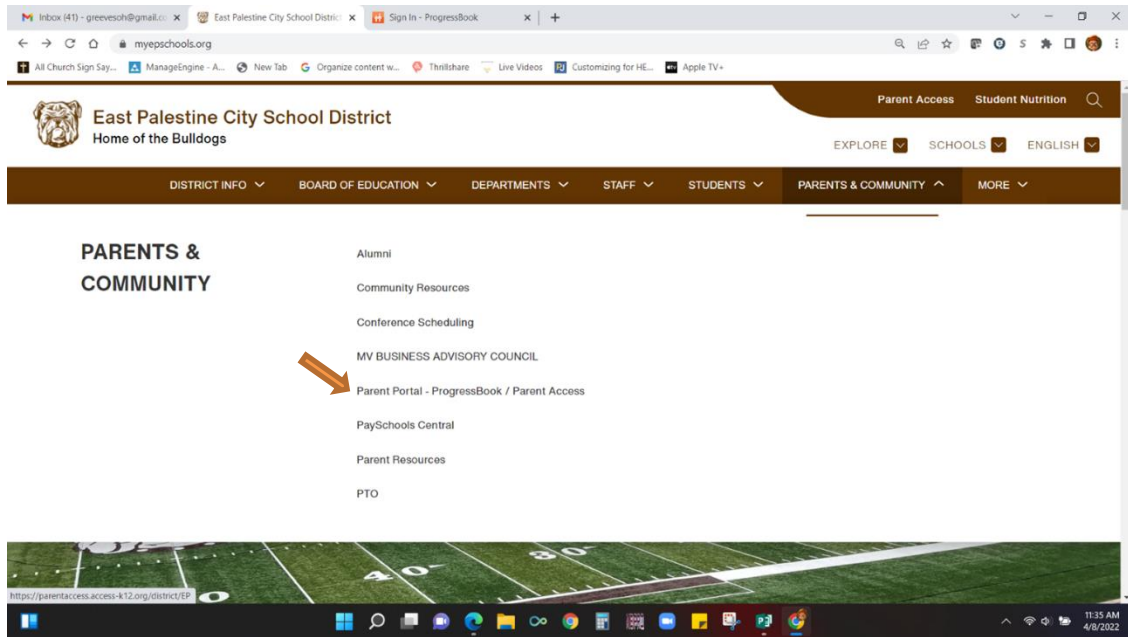


Welcome to Parent Access

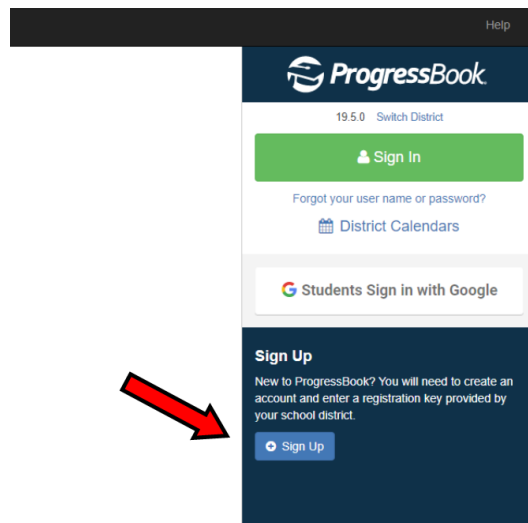
Parent Access is a school-to-home communication tool that lets you view your child's grades, homework, schedule, attendance and report card information.

Create New Account

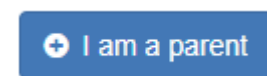
1. Go to the East Palestine School webpage at www.myepschools.org and select **Parent Access** found under **PARENTS & COMMUNITY**.



2. On the next page, choose "Parent Access Sign-In".
3. On the **Parent Access Sign In** screen, click Sign up.



4. On the **Sign Up** screen, choose



5. On the **Profile** tab, under **Parent Information**, enter the following:
 - a. **First Name** (required)
 - b. **Middle Name** (optional)
 - c. **Last Name** (required)
 - d. **Email** (required)
 - e. **Re-enter Email** (required)

6. Click **Continue**.

7. On the **Account** tab, under **Account Information**, enter the following:

User name - Letters and/or numbers, 6 to 50 characters

Password - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name

Re-enter Password - Must match password

8. Click **Continue**.

9. On the **Student** tab, under **Student Information**, enter the following:

First Name – Must exactly match the name on the registration letter from the school or district

Last Name – Must exactly match the name on the registration letter from the school or district

Date of Birth

Registration Key - Provided on the registration letter from the school or district (not case sensitive)

10. If you have additional children, enter the registration key and repeat Step 8 for each child.

***Note:** If you have not received registration keys for all of your children, contact the district. These can be added at a later time.*

11. Click **Register**. An account creation confirmation message will display and you can now sign in to Parent Access. (See “*Sign In to Parent Access.*”)

Family Alerts

If you would like to receive an alert on missing assignments and/or low assignment marks please do the following.

- On left hand side of the screen under Family Information – **click on Alerts**

- Put a check mark in the box of one or both missing assignments and/or low assignment marks.
- Click on set low marks next to low assignment – you may pick which classes and marks you would like to be notified on. **EX: Math Class** – you may want to be notified if your child receives a grade of a C or below.
- You will receive an alert through your email. Additional email addresses may be also be added.

To Change From Student to Student

Below are directions on how to switch from student to student if you have more than one student registered under your account.

- Click on home
- At the bottom left part of your screen, you will see student icons, if you click on the student that is down it will switch you to your other child.

PROBLEMS WITH YOUR ACCOUNT

Sign In to Parent Access

Go to the East Palestine School webpage at myepschools.org and click on the

Parent Access tab then click on Parent Access Sign In.

On the **Sign In** screen, enter your **User name** and **Password**.

Click **Sign in**.

What to Do If Your Account Is Locked

If you are unsuccessful after 5 attempts to sign in to Parent Access, the system automatically locks your account. Wait 10 minutes, and then try again.

Retrieve Forgotten User Name

If you have forgotten your user name, you can request that the system email it to you.

On the **Sign In** screen, click **Can't access your account?**

On the **Account Recovery** screen, select **I forgot my user name**.

In the **Please enter email** field, enter the email address associated with your Parent Access account.

Click **Continue**. A message displays indicating that an email containing your user name has been sent to you.

Go to your email account to retrieve your forgotten user name.

Reset Your Password

If you have forgotten your password, this topic is for you. You can request that the system email you instructions on how to reset it.

On the login screen, click **"Can't access your account?"**

On the **Account Recovery** screen, select **"I forgot my password."**

In the **"Please enter user name"** field, enter your user name.

Click **Continue**.

A message will display indicating that an email containing instructions for resetting your password will be sent to you.

Go to your email account, and click the link to reset your password.

***Note:** The reset password link is only valid for 30 minutes. If the link expires, you must repeat the process of requesting a reset link.*

On the **Password Reset** screen, in the **New Password** field, enter your new password.

In the **Re-enter New Password** field, enter your new password again.

***Note:** Passwords must contain 1 letter, 1 number, and 8 to 50 characters. Passwords are case sensitive and cannot match the user name.*

Click **Reset Password**.

The **Sign In** screen will appear and an email will be sent to your account stating your password has been changed.