



## Welcome to Parent Access

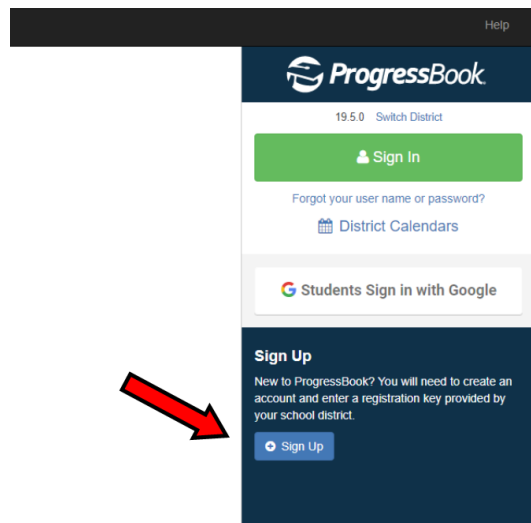
Parent Access is a school-to-home communication tool that lets you view your child's grades, homework, schedule, attendance and report card information.

### Create New Account

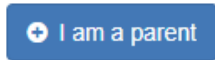
1. Go to the East Palestine School webpage at [www.myepschools.org](http://www.myepschools.org) and select the **Parent Access** tab on the left.



2. On the next page, choose "Parent Access Sign-In".
3. On the **Welcome** screen, click "Sign Up" on the right side of your screen.



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



East Palestine City SD

## Sign Up

Select the type of account you would like to create:

**Add Another Child to Your Parent Account**  
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

Link student

**New Parent Account**  
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

I am a parent

**New Student Account**  
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

I am a student

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5. On the **Profile** tab, under **Parent Information**, enter the following:
- First Name** (required)
  - Middle Name** (optional)
  - Last Name** (required)
  - Email** (required)
  - 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.*”)

### **Sign In to Parent Access**

- Go to the East Palestine School webpage at [myepschools.org](http://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**.

### **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 PARENTACCESS ACCOUNT

## 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.  
***Note:** Passwords must contain 1 letter, 1 number, and 8 to 50 characters. Passwords are case sensitive and cannot match the user name.*
- In the **Re-enter New Password** field, enter your new password again.
- Click **Reset Password.**
- The **Sign In** screen will appear, and an email will be sent to your account stating your password has been changed.