

PARENT + INFORMATION = PARENTCONNECTION

Creating a PARENT CONNECTION Account

1. In your browser's Location or Address field, type <https://parentconnection.wcs.edu> and press Enter
2. On the Parent Connection web site, click the "**Click here to sign up**" link. (Small print below password)
3. On the Parent Account Signup page, fill in all of the required fields. Note that before creating an account, all users must agree to any terms of usage specified (displayed in the user agreement).
4. Password Requirements: 6 or more characters, with capital & lowercase letters, & numbers & no spaces
5. You will receive an email verification code. Minimize the parent connection page to go to your e-mail site to obtain the verification code. Maximize the parent connection page and enter the **verification code**. You will then be taken to the parent interface. You must turn off the pop-up blocker in your internet browser in order to proceed.
6. Click the "**Add a student to my account**" link.
7. Complete all fields on the application page and verify it is accurate.

Required information:

Student's ID (10 digits usually beginning with 1 and not the SSN),

First Name, Last Name, Address, City, State, Zip, Woodland

Required information is located on the student's schedule and will not be provided over the phone.

8. Click "**Submit**" located near the bottom of the screen.
9. The status of your request for students will be set to Pending until approved or denied. No request can be approved until the internet application is completed *and* the signed agreement is returned to CHS.
10. Submit the written copy of **ParentConnection** participation agreement to your student's counselor. Allow up to one week for processing and approval of the written form for access to a student on **ParentConnection**. Status of the application may be viewed by clicking on **Manage Students**.

No one is allowed to access student grade information until the ParentConnection participation agreement has been completed and returned to school.

Logging on to an approved PARENT CONNECTION Account

1. In your browser's Location or Address field, type <https://parentconnection.wcs.edu> and press Enter
2. Enter the Username and Password for the account you created then click Log On
On return visits, if you cannot remember your password, click "Forgot Your Password" and it will be emailed to you.

Exiting PARENT CONNECTION

1. When finished using ParentConnection, click "Log Out" on the left side of the screen.
2. For added security, it is recommended that you also close your browser.

Tools for Parents (For each tool, choose the student name in your approved student dropdown list).

1. **Assignments:** All past, current, and future assignments are available for viewing.
2. **Grades:** Student's courses, teacher names, and average grade are visible. To view details about an average grade, click the grade that is highlighted in bright blue.
3. **Triggers:** Triggers allow you to receive notification if your student's grades dip below or rise above a certain threshold. Attendance triggers are not activated at this time.
4. **Manage Students:** Parents can request additional students be added to their account and manage their accounts.
5. **My Settings:** Parents can reset their own password.