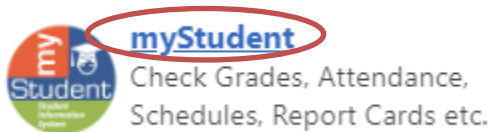


Creating a Parent Portal Account

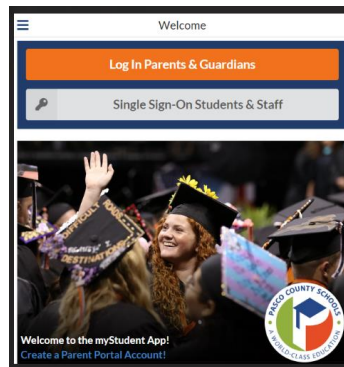
For the protection of your child's confidential information, we have created the following secure procedures for establishing a parent portal account. To create a parent portal account online, you must have a valid email address and the student's birth date must be on record with Pasco County Schools.

1. Log on to the following Site: <http://www.pasco.k12.fl.us/parents> and select **myStudent** under the **School/Classroom Resources** section.

School/Classroom Resources



Note: When utilizing the myStudent app, you will select **Create a Parent Portal Account** in the bottom left



this will bring you directly to step 3

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



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

**Welcome to
Pasco County Schools!**



Student Parent Portal Registration

Enhancing communication and parental involvement

- Select **BOX A** if you **DO NOT** have an existing Parent Portal Account.
- Select **BOX B** if you **DO** have a Parent Portal Account and need to register a new or former student or link to an existing student.

Important Note: If you have forgotten your Parent PIN you can still select **BOX B**

- Box B will allow you to log into your account using your full email address as your username.
- Next page select 'I would like to APPLY FOR ENROLLMENT for a new child'
- Next page select 'I would like to re-enroll or link to an enrolled child but forgot my info'

- Select **BOX C** if you have forgotten your password. Your username is your FULL email address.

BOX A: I DO NOT have a Parent Portal Account

BOX B: I have a Parent Portal Account and need to ADD A CHILD

BOX C: 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 liti la pou kreye/aktualize kont Potay Focus pou Paran yo nan lang kreyòl ayisyen

Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal

- a) If you do not yet have a parent account, click **I DO NOT have a Parent Portal Account**.

BOX A: I DO NOT have a Parent
Portal Account

- b) 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**.

Pasco County Schools 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)

☐ I'm not a robot
reCAPTCHA Privacy - Terms

Clicking Box A: Will guide you in connecting your already enrolled student(s) to your parent account. You will need your student's Pasco student id, Date of Birth, and PIN (which may have been provided by the current school) to link the accounts. Note: There are additional methods for connecting to your child without the PIN.

Clicking Box B: Will guide the parent in creating a student record for their school age student that has never been enrolled in the Pasco County school system. This will enroll the student into the Applicant school with Pasco County to allow the parent to follow the school choice process and/or online registration.

Clicking Box C: You will select this once your student(s) are linked to your account.

Clicking Box D: You will select this to re-enroll or link to an enrolled child and forgot your information.

Creating a Parent Portal

A

I would like to ADD A CHILD who is already enrolled.

B

I would like to APPLY FOR ENROLLMENT for a new child.

C

I am FINISHED adding students. Please take me to the Portal.

I would like to re-enroll or link to an enrolled child and forgot my info

D

Note: [For more assistance on support as you select box B, select here](#)

For students already enrolled in a Pasco County School, select **I would like to ADD A CHILD who is already enrolled**.

I would like to ADD A CHILD who is already enrolled.

Enter the required information to identify your child. There are three requirements to link a student to a parent account from this screen. The PIN number is unique per student and may have been supplied from the child's school. 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. Click **Add Student** to add multiple children.

If you know your child's Student ID and PIN, please enter below and select 'Add Student'.
If you **DO NOT** know this information, please select the orange button below.

I would like to re-enroll or link to an enrolled child and forgot my info

Si conoce la identificación de estudiante y el PIN de su hijo, ingrese a continuación y seleccione 'Agregar estudiante' (Add Student).
Si **NO CONOCE** esta información, seleccione el botón azul a continuación.

Me gustaría volver a inscribirme o vincularme a un niño inscrito y olvidé mi información

Please enter your student's information:

Student ID:

(Required)

Student's Birthdate: January 1 2023

(Required)

PIN:

☐ I'm not a robot

Add Student

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

Note: Don't worry, if you do not have the **PIN**, select the orange button "I would like to re-enroll or link to an enrolled child and forgot my info". You will be redirected to complete a Link my Student form in order to link to your child.

Title 11/02/2023

Start New Draft

Save Draft

Submit Request

Print

Link My Student Form

The purpose of this form is to LINK your student with your Parent Portal account and/or request the Returning Student Registration.
If your student has never attended a Pasco County School and needs to enroll, click [HERE](#)

STATUS	LINKED STUDENT	STUDENT ID	SCHOOL	GRADE	SCHOOL YEAR
			High School	12	2023-2024
					2020-2021
					2023-2024
					2023-2024
			High School	10	2023-2024

Please answer the questions below, submit the form and allow 1-2 business days as we review

Student First, Middle and Last Name

What is your student's Date of Birth?

Please provide a good phone number we can reach you at

What is the gender of your student?

What is the current grade level of your student?

Can you provide your student's ID number when in Pasco last?

Optional-Last 4 digits of your student's Social Security Number

What is your current address?

What was your former address (when with us last)?

(Optional) Provide any additional information that you feel may be important for us to know

4. Your child's name will display on the screen. To add another child, click **I would like to ADD A CHILD who is already enrolled**. Otherwise, click **I am FINISHED adding students**. Please take me to the Portal.

I would like to ADD A CHILD who is already enrolled.

I am FINISHED adding students. Please take me to the Portal.

5. 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

hCAPTCHA

Add Student

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

6. You can access the portal by selecting, **I am FINISHED adding students**. Please take me to the portal.
 - o You will be prompted to acknowledge Parent and Legal Notices and any Pending Forms
7. To access your Parent Portal, 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.

Username

Password

Log In

A. If you have forgotten your password, click the link at the bottom of the sign-on page

[Forgot Password?](#)

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.

Student Password Recovery

Email Address: (Required)

Submit