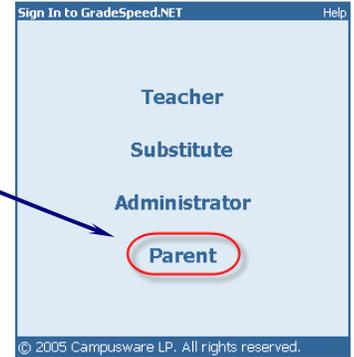


# GradeSpeed ParentConnection: Applying For an Account

1. Navigate to the site: <https://dodea.gradespeed.net>

2. Click on the link for *Parent*



3. Change the *District* to *Department of Defense Europe*.

4. Click on the link *Click here to sign up*.



Welcome to the ParentConnection and to the 2008-09 school year.

#### New Users:

If you do not already have a ParentConnection account, please select your district and then click on the 'Click here to sign up' text link above.

#### Returning Users:

Please select your district from the list above and then enter your username and password.

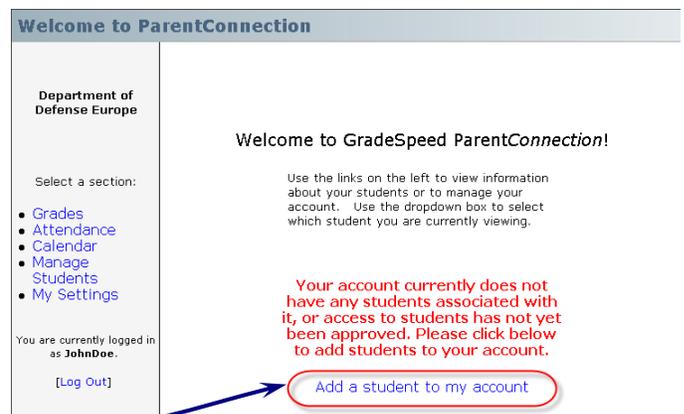
5. Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a \* are required. **Please do not use nicknames, but rather your full legal name.**

6. Click the button to *Add Email*.

7. Click the link *Sign Up*

Username:	<input type="text"/>	Your First Name*:	<input type="text"/>	M.I.:	<input type="text"/>
Password:	<input type="password"/>	Your Last Name*:	<input type="text"/>		
Confirm Password:	<input type="password"/>	Your Address*:	<input type="text"/>		
		City*:	<input type="text"/>		
		State*:	Armed forces Europe		
		Zip*:	<input type="text"/>		
		Primary Phone:	<input type="text"/>		
		Alternate Phone:	<input type="text"/>		
<b>Email Addresses</b>					
Please click the button below to add an email address to this account.					
<input type="button" value="Add Email"/>					
<input type="button" value="Sign Up"/> <input type="button" value="Cancel"/>					

8. Once you have created that account, you should see a screen similar to this one. Click on the link *Add a student to my account*.



9. You will need the spelling of the official student name and the birth date as we have it recorded in our student management database. All fields are required.

10. Click *Submit*

Student First Name:	<input type="text"/>	*
Student Last Name:	<input type="text"/>	*
Campus:	Select One	*
Date of Birth:	<input type="text"/>	* MM/DD/YYYY
SMS Sponsor email address:	<input type="text"/>	*
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

**YOUR ACCOUNT MUST STILL BE “APPROVED” BEFORE IT WILL BECOME ACTIVE:**

11. Mr. Whitehurst, the SHAPE HS Educational Technologist will need to ‘approve’ your account before it is active. Please come see Mr. Whitehurst in his office at SHAPE High School (in the same office as the registrar) or call him at DSN 423-5834. For the security and privacy of your student, he will ask you a few questions to verify your identity and then he will approve it.