

HCPSS Connect New Parent Access

Howard County Public School System ☎ Document: HCPSS01 ☎ Revision Date: 08/06/2015

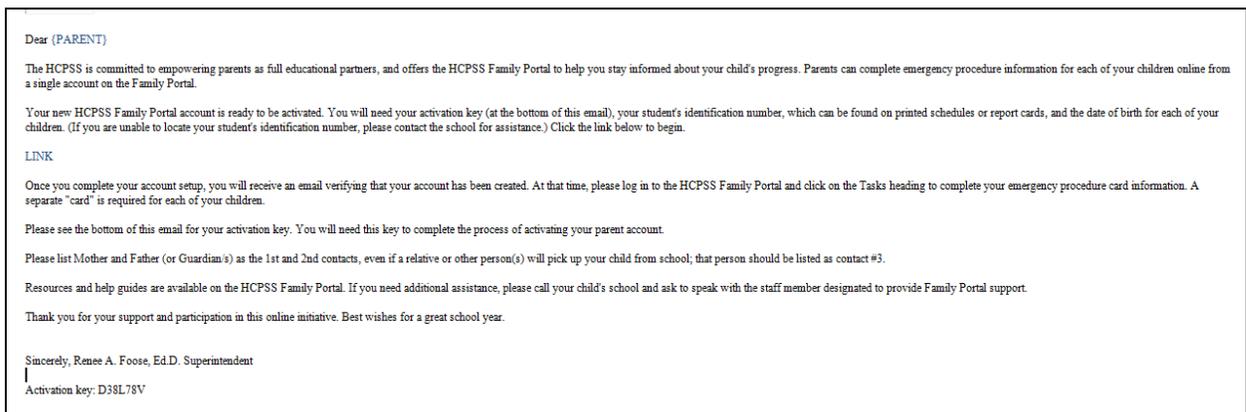
About HCPSS Connect

HCPSS Connect provides access to a variety of student information and classroom instructional tools offering personalized communication and timely, relevant, and easily accessible information relating to your child.

Account Access Overview

After you have registered your child/children in the HCPSS school system, you have two ways to activate your parent account.

1. You will receive an email with an authorization key. The email will also contain a link to the signup screens for creating your parent account. Below is how the email will appear:



Dear (PARENT)

The HCPSS is committed to empowering parents as full educational partners, and offers the HCPSS Family Portal to help you stay informed about your child's progress. Parents can complete emergency procedure information for each of your children online from a single account on the Family Portal.

Your new HCPSS Family Portal account is ready to be activated. You will need your activation key (at the bottom of this email), your student's identification number, which can be found on printed schedules or report cards, and the date of birth for each of your children. (If you are unable to locate your student's identification number, please contact the school for assistance.) Click the link below to begin.

LINK

Once you complete your account setup, you will receive an email verifying that your account has been created. At that time, please log in to the HCPSS Family Portal and click on the **Tasks** heading to complete your emergency procedure card information. A separate "card" is required for each of your children.

Please see the bottom of this email for your activation key. You will need this key to complete the process of activating your parent account.

Please list Mother and Father (or Guardian's) as the 1st and 2nd contacts, even if a relative or other person(s) will pick up your child from school; that person should be listed as contact #3.

Resources and help guides are available on the HCPSS Family Portal. If you need additional assistance, please call your child's school and ask to speak with the staff member designated to provide Family Portal support.

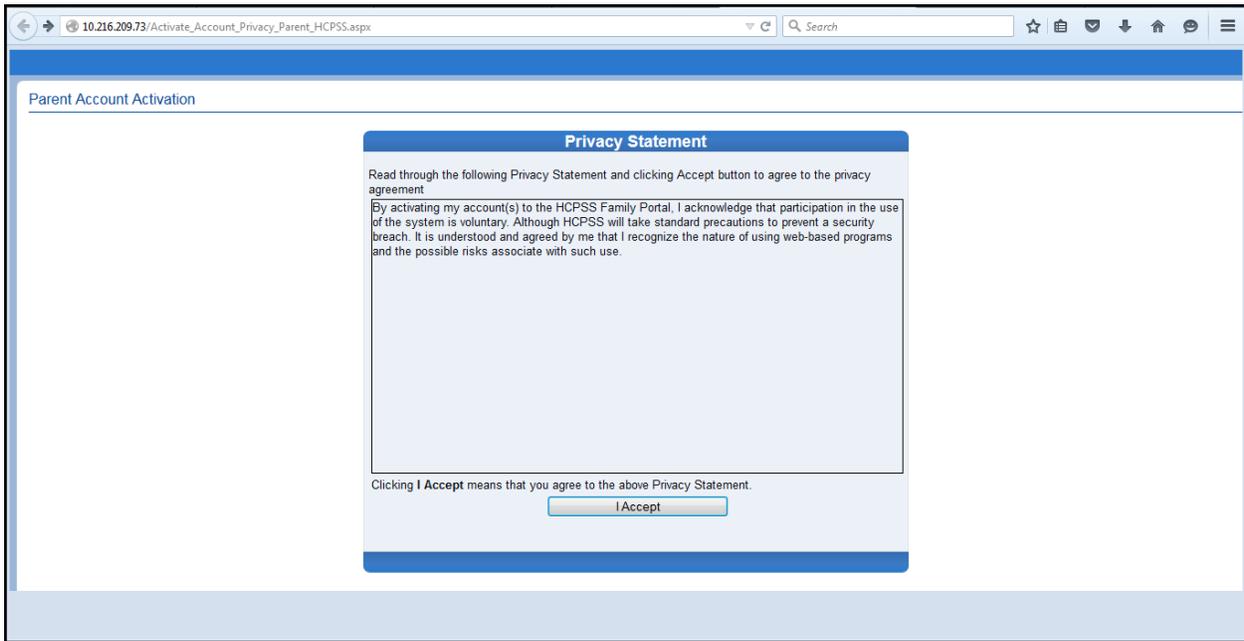
Thank you for your support and participation in this online initiative. Best wishes for a great school year.

Sincerely, Renee A. Foose, Ed.D. Superintendent
|
Activation key: D38L78V

2. You may also go to the HCPSS.org website and activate your account from the HCPSS Connect page. Click the **HCPSS CONNECT LOGIN** button.



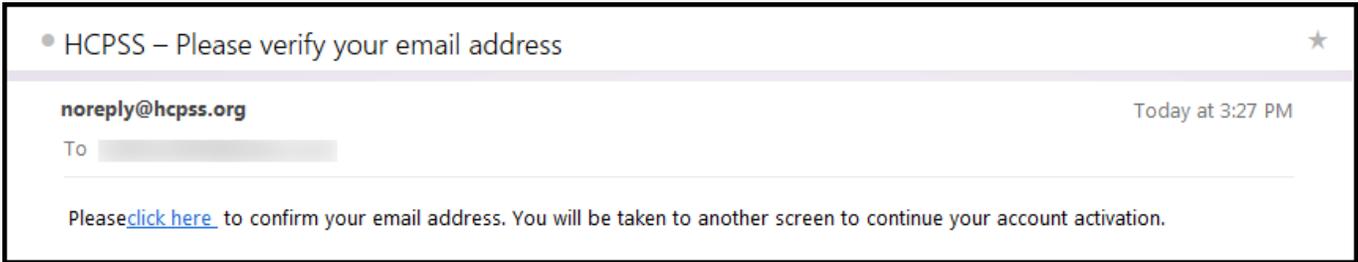
On the next screen, review the Privacy Statement. If you agree with the terms of the privacy statement, click the **Accept** button.



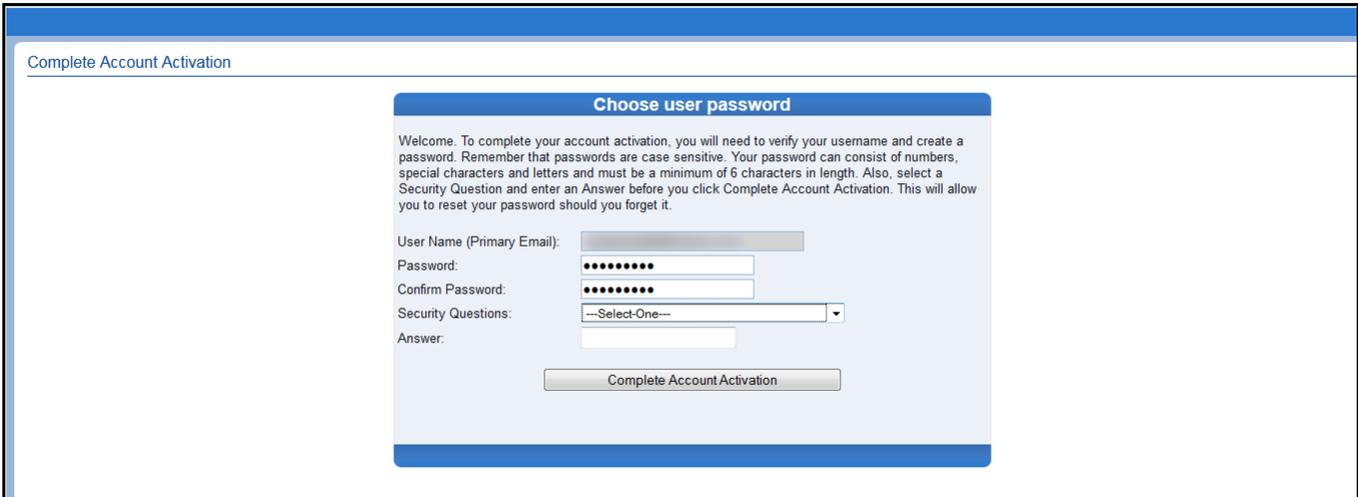
On the **Parent Account Activation** screen, enter your first and last name, as well as the Activation Key you received in the email from HCPSS. Click the **Send Email** button.



You will receive an email with a link to complete your account activation. Click the link.

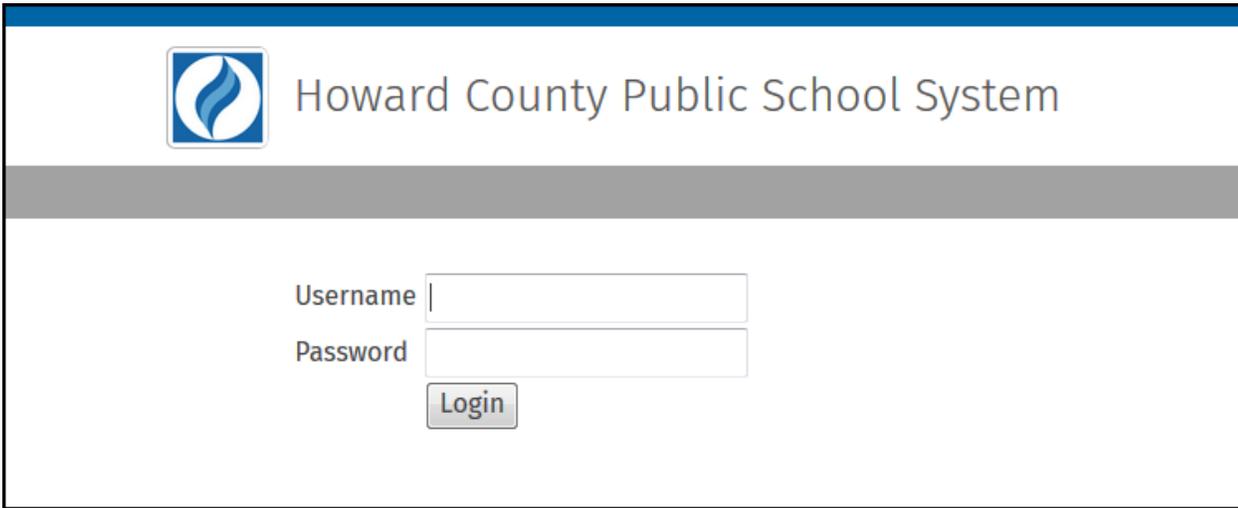


On the **Complete Account Activation** screen, verify that your email address is populated in the User Name field. Then enter the following:



- **Password** – Password must be at least 6 characters and can contain numbers, letters and special characters. Passwords are case sensitive.
- **Confirm Password** – Re-enter your password exactly as you entered it in the previous field.
- **Security Questions** – Select a security question from the drop-down menu. This information is required should you need to reset your password at any point.
- **Answer** – Enter the answer to your security question. Answers are case sensitive.

Once you have entered all of the information listed above, click the **Complete Account Activation** button. The HCPSS Connect login screen will appear. Enter your username and password exactly as you did in the account activation screens.



The screenshot shows the login interface for the Howard County Public School System. At the top left is the school system's logo, a blue square with a white stylized flame or leaf. To its right is the text "Howard County Public School System". Below this is a horizontal grey bar. Underneath the bar is the login form, which includes a "Username" label followed by a text input field, a "Password" label followed by a text input field, and a "Login" button below the password field.

You will now be in HCPSS Connect. From the main page, you will see the following pieces of information:

- **Home Page** shows all the children associated with the parent and recent events. Recent Events are notices of student-specific events such as grades issued, end of grading period, conferences, etc. District Announcements shows event notices and announcements for the entire school district.
- **Calendar** lists assignments and can be viewed by day, week or month. (IS THIS TRUE?)
- **Student Info** includes child demographic and emergency contact information.
- **Course Work in Canvas** link will take you to the detailed assignment information for your child(ren).
- **Set Security Questions** will allow you to establish or change your security question so that you may reset your password should you forget it.
- **Family File** is the link to the Emergency Form information that must be completed by the parents for each child.

