

## **HCPSS Connect New Parent Access**

Howard County Public School System ② Document: HCPSS01 ③ 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:

Click this link	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.
Activation	Sincerely, Renee A. Foose, Ed.D. Superintendent
Кеу	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.

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Parent Account Activation						
	Priva	acy Statement				
	agreement By activating my account(s) to the HCPSS of the system is voluntary. Although HCPSS					

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.

<ul> <li>HCPSS – Please verify your email address</li> </ul>		*
noreply@hcpss.org To	Today at 3:27 PM	
Please <u>click here</u> to confirm your email address. You will be taken to another screen to continue your account activ	vation.	

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

mplete Account Activation	
	Choose user password
password. Remember that special characters and lette	r account activation, you will need to verify your username and create a passwords are case sensitive. Your password can consist of numbers, rrs and must be a minimum of 6 characters in length. Also, select a r an Answer before you click Complete Account Activation. This will allow
User Name (Primary Email)	
Password:	•••••
Confirm Password:	•••••
Security Questions:	Select-One
Answer:	
	Complete Account Activation

- **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.

Howard County Public School System
Username Password Login

You will now be in HCPSS Connect. From the main page, you have 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.

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Parent Account Access this tab t account info Home My Account	to review/edit formation	Child Name Select the student you wish to view inf	for whom			Help	Close	
Select Child 🕨				Good afternoon,		, 8/	5/2015	
Navigation Messages Calendar Student Info Course Work in	Recent Events	has no recent events to note at this time Home School: Manor Woods Elementary School		Parent Name				
CANVAS Set Security Questions Family File (Emergency Form)		has no recent events to note at this time Home School: Manor Woods Elementary School	Child Photo(s) Child Name(s) Child School(s) of Attendance Event Notifications					
Information in the links above will correspond to the child that is selected in the Select Child menu bar		has no recent events to note at this time Home School: Manor Woods Elementary School						
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