

Creating a New GradeSpeed ParentConnection Account

There are 2 different steps involved to be able to view your student's grades and attendance. You will need to have your GradeSpeed Parent Connection Letter which was sent via mail.

Step 1: Creating Your Account

Access your web browser (such as Internet Explorer) and enter the GradeSpeed ParentConnection URL, <https://gradespeed.leanderisd.org/pc> into the address bar. Once there, you may want to Bookmark (add to your Favorites) this site for future use.

Click here to create account

Begin creating your parent account by selecting [Click here to sign up](#).

You should now see this screen:

Click here to save your information and sign up.

You will create your own username and password (this is not the pass code from the GS Parent Connection letter, but a password you create). The password must contain both letters and numbers; you will receive an error message if you do not follow this structure. All fields denoted with a red asterisk are required. The email is also required. Click on the "Add Email" button, type in your email address twice, and click the "OK" button. Be certain that your email address is correct; this is how your account status will be communicated to you.

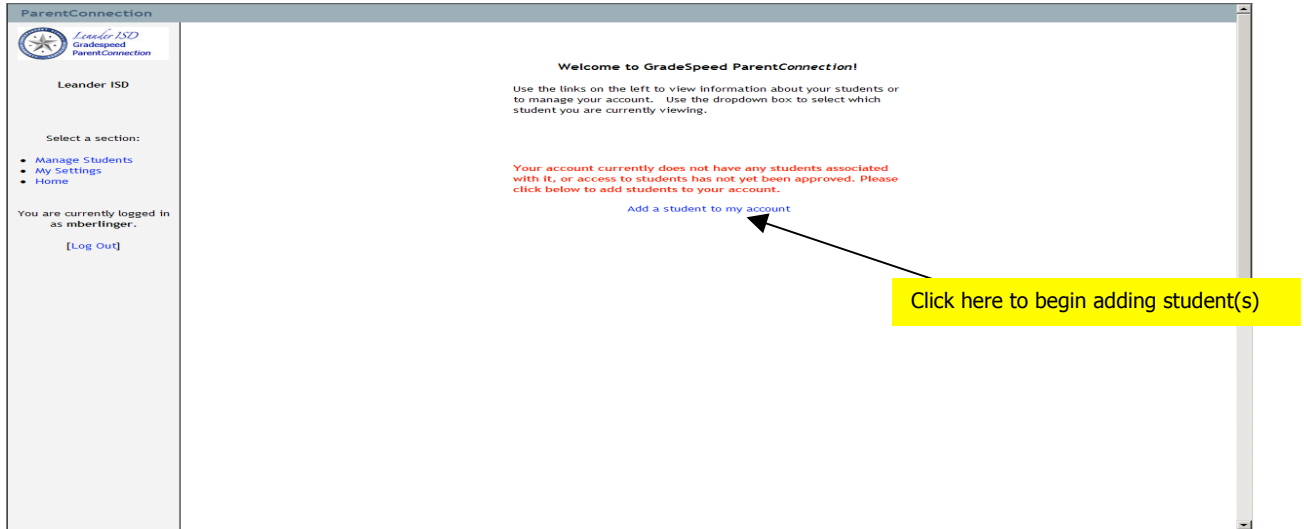
It is critically important that ALL information on this page be filled out COMPLETELY and ACCURATELY! The approval of your account is dependent upon accurate information being entered in the

GradeSpeed **ParentConnection** sign up screen. The system can automatically approve an application if certain information is entered exactly as it is stored in the student information systems database. On this page, the parent name must match. Inaccurate information on this page could cause your account to be denied.

After completing the form including the email, click on **Sign up** at the bottom of the screen. You now have an account, but **there are no students associated with your account**.

Step 2: Adding Students To Your Account:

After you have created your account, you should see the **Welcome** screen for GradeSpeed ParentConnection:

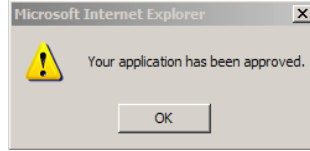


Click on **Add a student to my account** to begin adding student(s) to your account.

The following screen will appear:

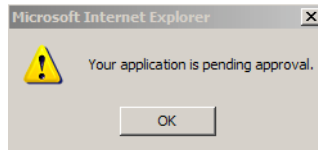
Enter the Student ID number and the Student Pass Code from your GradeSpeed Parent *Connection* letter in the appropriate fields. The system can automatically approve the application if all of the information on this screen is entered exactly as it is stored in the student information systems database. The most common mismatch occurs with the street address. If you will type in the street address exactly as it appears on the GradeSpeed Parent *Connection* letter, you will have a better chance of a match. All fields on this screen are required. After completing all of the fields on the application, click on **Submit** to add the student.

If you are automatically approved, you will see the following message:

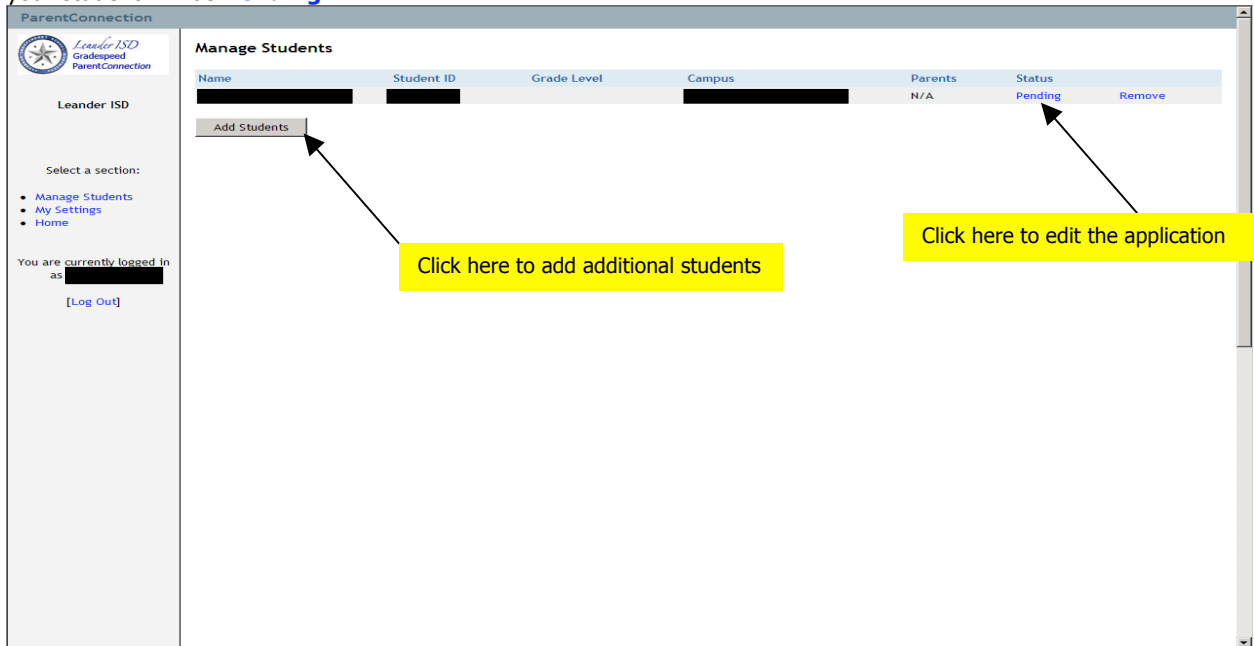


Click "OK", and you will be returned to a screen titled "Manage Students". At this point, you can add more students (see instructions below), or you can log out. The next time you log into GradeSpeed, you will be able to see grades, attendance, etc. for the student(s).

If your application is in a pending status, you will see the following message:



Click "OK", and you will be returned to a screen titled "Manage Students". Initially, the status displayed for your student will be **Pending**



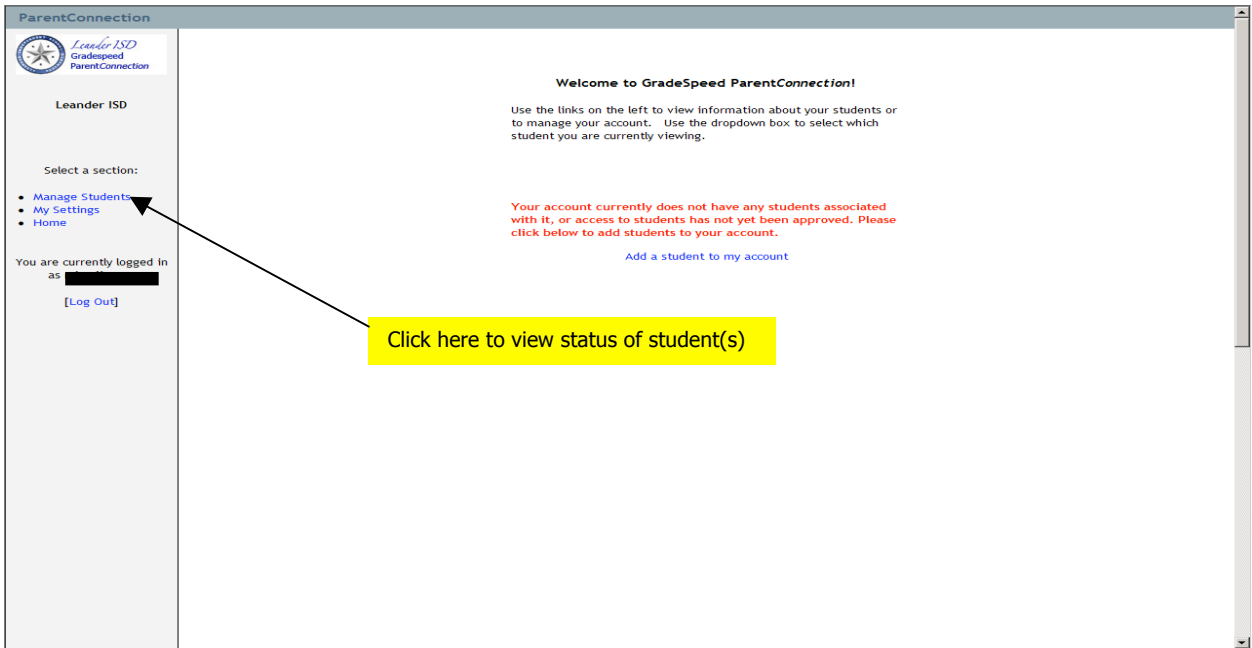
If you have more students to add, click on the "Add Students" button to fill out the next application.

If you have made an error in any of the information you typed in on the student, you can click on the **Pending** status to edit the application. If at this point, you correct the information and it matches to the information in the student information systems database, you will receive the application has been approved message and the status will change to **Active**. You can then log out, and the next time you log into GradeSpeed, you will be able to see grades, attendance, etc. for your student.

If the student remains in a pending status, the information must be verified and the campus registrar must approve the application. **Please allow 4-7 working days** for the campus registrar to verify account information.

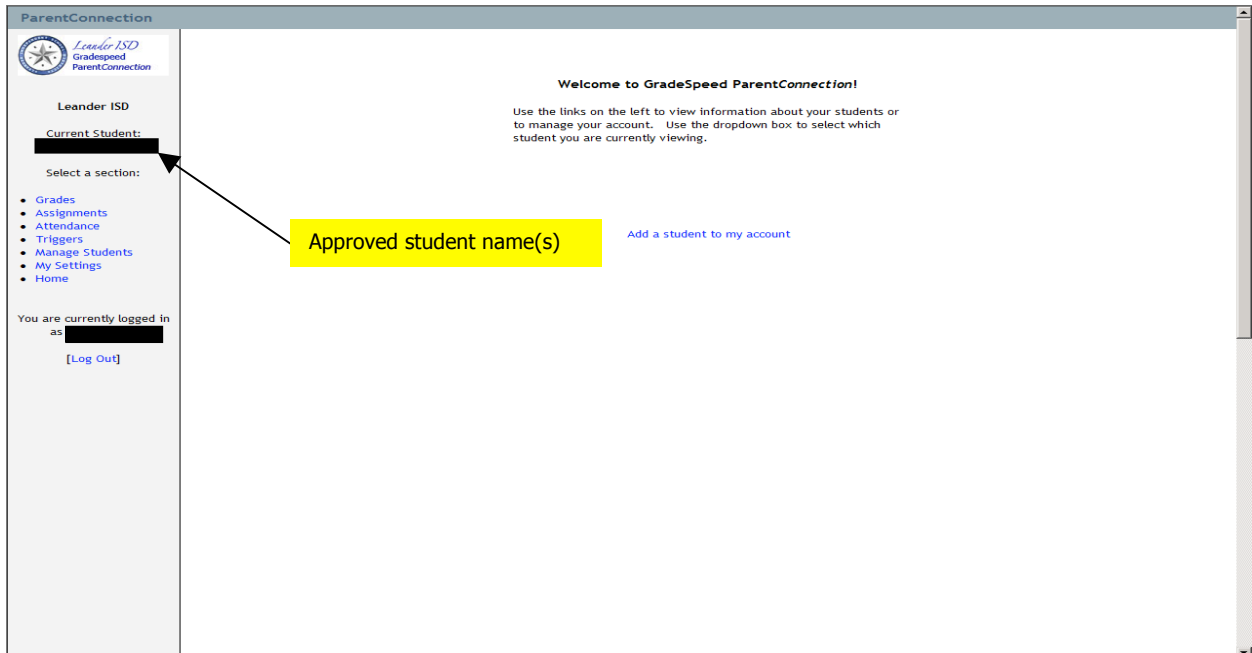
Pending Status:

Access to your student's records will remain in a **Pending** status until the campus registrar has had the opportunity to verify all student and parent information in your application for accuracy. During this time, you will **not** be able to see your student's grade and attendance records. You can check the status of your account by logging into GradeSpeed ParentConnection and clicking on the **Manage Students** link on the left side of the welcome screen.



Approved Status:

When the campus registrar verifies that all account information entered is accurate, access to the student records is "approved." Upon approval, you will receive an email that states that you have been approved and now have access to your student's grade and attendance records. When you log into GradeSpeed ParentConnection, the Welcome screen will now have the approved student(s) listed under "Current Student:" on the left side of the screen.



Denied Status:

If the information entered into GradeSpeed ParentConnection **does not match** the information entered into the student information systems database at your student's campus, the campus registrar **WILL NOT** approve access to the student's records. If your application is denied, you will receive an email that states that your access to the student's grade and attendance records has been denied, along with a brief description of the reason that access was denied. The student will no longer be displayed in your account. Please check with your campus registrar to ensure that any inaccurate information in the student information systems database has been corrected. You will then need to start over at [Add a student to my account](#) on the Welcome screen to gain access to your student's records.