

## General Information

Each student will receive a letter that includes a Parent Registration Key and a Student Registration Key. The parent and student have the ability to create an account for themselves. The Parent Registration Key from each child will allow you to tie all of your children to one account. The Student Registration Key is just for a student to create one account that will only contain information for him or her.

## Parent Access Website

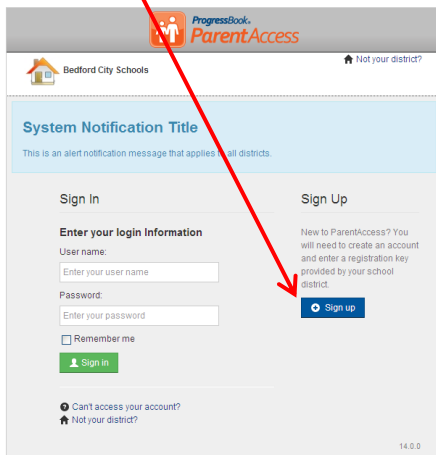
The Parent Access Website is available at:

<https://pa.nccohio.org/>

Once on this site, select Bedford City Schools. The district you select should save and you should not need to access this screen again within the same browser on the same computer.

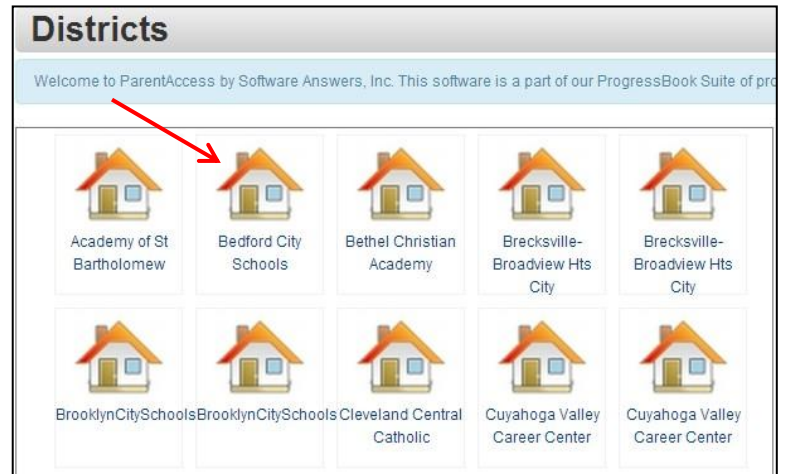
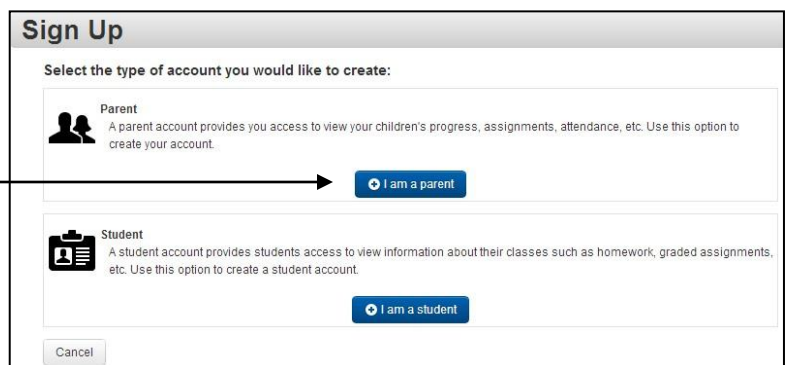
## Creating an Account

1. Click the **SIGN UP** button.



The screenshot shows the ParentAccess website interface for Bedford City Schools. It features a 'System Notification Title' section, a 'Sign In' section with fields for 'User name' and 'Password', and a 'Sign Up' section. A red arrow points to the 'Sign up' button in the Sign Up section.

2. If you are a parent creating an account for yourself, select the **I AM A PARENT** button and if you are a student select the **I AM A STUDENT** button. A parent account will allow you to tie any additional children to your parent account.

The screenshot shows the 'Sign Up' dialog box. It asks the user to 'Select the type of account you would like to create:'. There are two options: 'Parent' and 'Student'. A black arrow points to the 'I am a parent' button.

**Sign Up**

Select the type of account you would like to create:

**Parent**  
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

**I am a parent**

**Student**  
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

**I am a student**

Cancel

3. Enter the *Profile* information. All fields are required except for the Middle Name.

- a. An email address is required for parent accounts. The email address is used to allow a parent to reset their password or send their user name if lost or forgotten.
- b. Student Accounts are not required to have an email address. However, if an email address is not entered, the student will not be able to reset their password or have their user name sent to them if forgotten.

c. The same email address may not be used for 2 different accounts.

4. Click the **Continue** button.

The screenshot shows the 'Create a parent account' interface. At the top, there are three steps: 1 Profile (highlighted in blue), 2 Account, and 3 Student. Below the steps is the 'Parent Information' section with the following fields: First Name (required), Middle Name (optional), Last Name (required), Email (required), and Re-enter Email (required). A green 'Continue' button is at the bottom left, and a 'Cancel' button is at the bottom right.

5. Enter your *Account* information.

a. **Usernames:**

- May have letters and numbers
- Must be between 6 – 50 characters
- Not case sensitive
- Cannot be changed once you've created your account

b. **Passwords:**

- Must contain 1 letter and 1 number
- Must be between 8 – 50 characters
- Case sensitive and cannot match your user name

6. Click the **Continue** button.

The screenshot shows the 'Create a parent account' interface. At the top, there are three steps: 1 Profile, 2 Account (highlighted in blue), and 3 Student. Below the steps is the 'Account Information' section with the following fields: User name (required), Password (required), and Re-enter Password (required). A green 'Continue' button is at the bottom left, and a 'Cancel' button is at the bottom right.

7. Add your child(ren) to your account.

- a. Enter the Student's First and Last name exactly as shown in your letter.
- b. Enter the Student's date of birth in the following format: mm/dd/yyyy
- c. Enter the Registration Key provided in your letter. The Registration Key is not case sensitive.

8. To add children to your account, click the **Enter another registration key** button. (If you do not have all of your children's registration keys, you may add children to your account at a later date.)

9. If you have added all your children, click **REGISTER**.

The screenshot shows the 'Create a parent account' interface. At the top, there are three steps: 1 Profile, 2 Account, and 3 Student (highlighted in blue). Below the steps is the 'Student Information' section with the following fields: First Name (required), Last Name (required), Date of Birth (required, format mm/dd/yyyy), and Registration Key (required). There is a 'Remove from registration' button with an upward arrow. Below the fields is a 'Tasks' section with a button labeled 'Enter another registration key'. A green 'Register' button is at the bottom left, and a 'Cancel' button is at the bottom right.