



ActiveParent^{3.0}

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PRENTISS COUNTY SCHOOL DISTRICT

ActiveParent Sign-Up Information

ActiveParent is a web-based application parents can use to keep track of student records. ActiveParent provides parents and guardians with the ability to monitor student grades and school news as soon as the information is entered into Sam Spectra.

Student Information is organized by the following in ActiveParent:

- News – News from the district and/or the student's school
- Schedule – Student's current class schedule
- Gradebook – Student's term grades, daily grades, and homework assignments.

Creating and ActiveParent account:

1. Go to <https://ms5900.activeparent.net>
2. Click on Sign up for and ActiveParent Account and fill out the required fields.
3. Enter user information. The first screen request the following information about the user (parent/guardian) of the account:
 - First and Last name
 - Home Address
 - Home Phone
 - E-mail address
4. Create a username and password for the account. The user name and password must be at least six characters with any combination of letters or numbers. **Please keep a record of the username and password you create for future reference.**
5. After successful account creation, click on the link to login to ActiveParent.
6. Enter username and password for ActiveParent.
7. Click on the Request Student button.
8. Enter the student information.
 - First Name and Last Name
 - Last 4 of Student Social Security Number
 - Grade Level
 - School
 - Date of Birth
9. After student Information is entered click request student. To request multiple student repeat steps 7 -9 until you see each student listed under Requested Student screen.