

## General Information

Each student will receive a letter that includes a Parent Registration Key and a Student Registration Key. The parent has 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

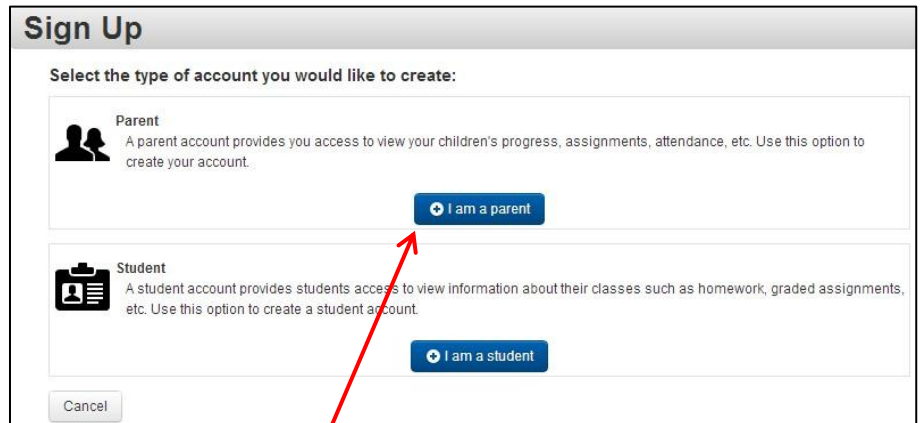
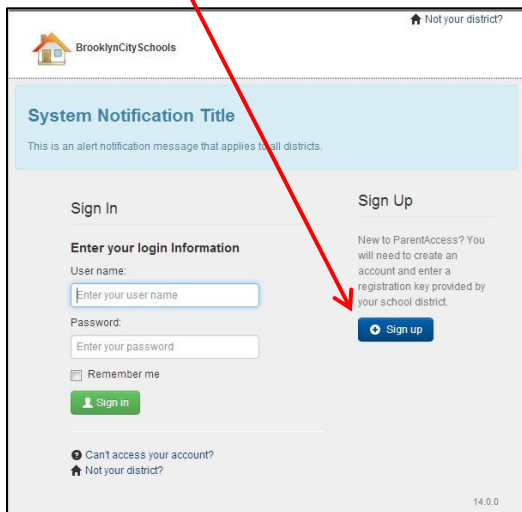
The Parent Access Website is available at: <https://pa.nccohio.org/>

Once on this site, select **Brooklyn 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.



2. If you are a parent creating an account for yourself, select the **I am a Parent** button. A parent account will allow you to tie any additional children to your parent account.

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.

Create a parent account

1 Profile 2 Account 3 Student

Parent Information

First Name:

Middle Name:

Last Name:

Email:

Re-enter Email:

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

4. Click the **Continue** button.

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

1 Profile 2 Account 3 Student

Account Information

User name:

Password:

Re-enter Password:

6. Click the **Continue** button.

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**.

1 Profile 2 Account 3 Student

Student Information

First Name:

Last Name:

Date of Birth:

Registration Key:

Tasks: