HOW TO PARTICIPATE IN VIRTUAL REGISTRATION AND OPEN HOUSE

To participate in Virtual Registration Day, parents must:

- **have an active Parent Portal on myStudent**
- **have a major credit card available to pay student fees online.**

myStudent Parent Portal Account Information and Directions

STEP 1: Create a myStudent account, sign documents, and complete emergency information. (Click Here For Instructions)

Already a myStudent user? Do you have a myStudent parent portal account already created? If yes, complete the emergency information and sign the legal documents then skip this step and proceed to step 2.

This process must be complete between now and August 4th in order to ensure your account is activated in time for registration.

TO CREATE A mySTUDENT PARENT PORTAL ACCOUNT:

1. Navigate to Pasco County Schools website at www.pasco.k12.fl.us
2. Click on the Parents tab.
3. Under Parent Links/Academic click on Check Grades/Attendance.
4. Click the yellow link to create a new Parent Portal.
5. Be sure to complete this process by 5:00pm on August 5th to be able to participate in the *Virtual Orientation Day*.
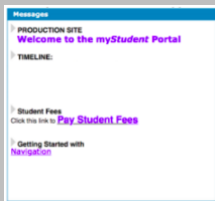
PARENT LINKS

Academic
- Check Grades/Attendance
- Florida Standards Backpack Guide
- Graduation Requirements
- K-5 Curriculum Guides for Parents
- Multi-Tiered System of Supports
- Parent Toolkit
- Strategic/Success Plan

Calendar
- Calendar
- Testing Calendar

STEP 2: Step two involves paying student fees. There is a link in the messages section of the home page. Click on the text "Pay Student Fees" to initiate the process. Activate your Parent Portal Account by selecting "Activate Account" on the screen. Enter the email address associated with your myStudent account and select "Send Email" which generates an email to activate the account. Go to your email and select the link. Continue by creating your password. Once this is completed, you will be able to see the school fees based on your student's courses and any other fees as needed (Seniors will be required to pay their Class of 2022 fee). Go to Step 3!

STEP 3: After paying fees, return to the myStudent home screen. Complete the steps below to view the student schedule. 1. Open the "My Child Tab" on the left side of the screen. 2. Open the "Class Schedule" tab in the box that opens to the right. • The classes listed are the current schedule for your child. These courses are connected to the fees that have been paid. • There is a way to print the schedule at the bottom of the screen. • **Note: Schedules could change prior to the start of the school year as we balance and level classes.**