



## 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:

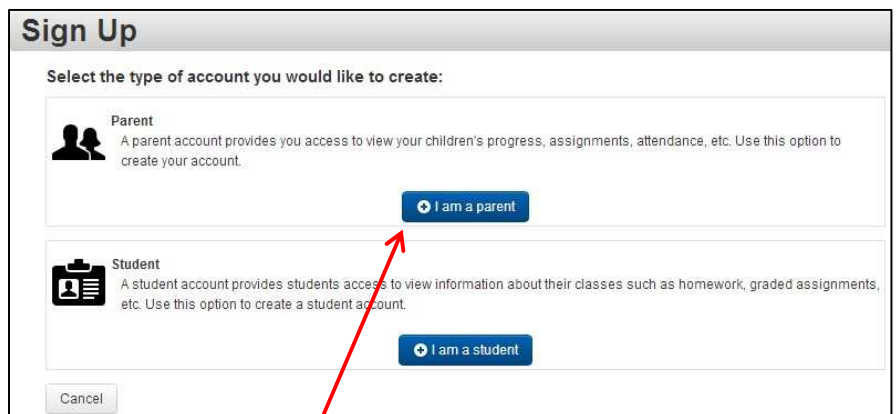
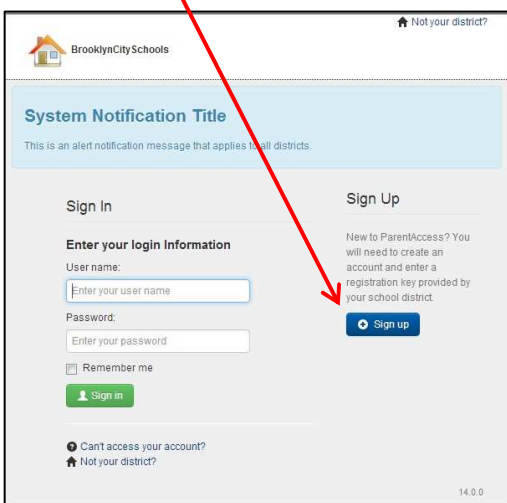
<https://pa.nccohio.org/>

Once on this site, select Brecksville-Broadview Hts 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. If you are a parent creating an account for your student or a student creating an account for yourself, select the **I am a student** button.

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.

The screenshot shows the 'Create a parent account' form with three steps: 1. Profile, 2. Account, and 3. Student. Step 1 is active. The 'Parent Information' section includes fields for First Name, Middle Name, Last Name, Email, and Re-enter Email. A green 'Continue' button is at the bottom left, and a 'Cancel' button is at the bottom right.

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

The screenshot shows the 'Create a parent account' form with three steps: 1. Profile, 2. Account, and 3. Student. Step 2 is active. The 'Account Information' section includes fields for User name, Password, and Re-enter Password. A green 'Continue' button is at the bottom left, and a 'Cancel' button is at the bottom right.

6. Click the **Continue** button.

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

- a. Enter the first 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 **Parent 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. (Each child has a unique Parent Key. If you do not have all of your children's (Parent) registration keys, you may add children to your account at a later date.)

The screenshot shows the 'Create a parent account' form with three steps: 1. Profile, 2. Account, and 3. Student. Step 3 is active. The 'Student Information' section includes fields for First Name, Last Name, Date of Birth, and Registration Key. A 'Remove from registration' button is at the bottom right. A 'Tasks' section at the bottom left contains an 'Enter another registration key' button. A green 'Register' button is at the bottom left, and a 'Cancel' button is at the bottom right.

9. Once you have added all your children, click **Register**.