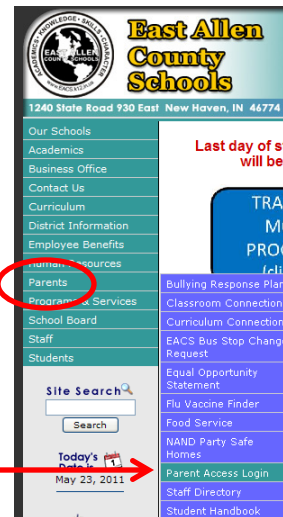# How to Set Up Parent Access Account

Parent Access activation codes are issued at the school office and must be activated within **30 days** from the date it was issued.  To set up an account, please follow these steps:
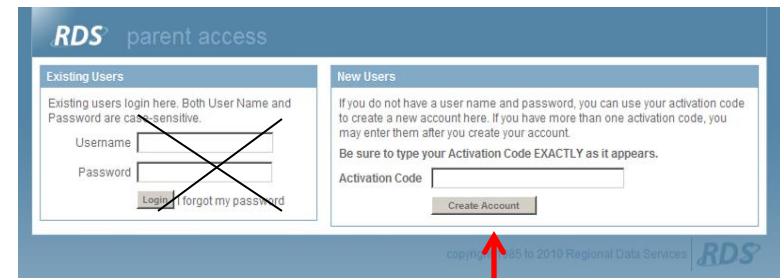
**STEP 1**

Access the East Allen County Schools website by a Google search or typing **http://www.eacs.k12.in.us** in the address bar.  From this page, go to the "Parents" tab.   Then left click on "Parent Access Login".



**STEP 2**

Type the 16 character activation code on your letter in the Activation Code box <u>exactly</u> as printed.   Use caps and hyphens when indicated.  Click Create Account.

**STEP 3**

Now create your parent access account. Enter information in all fields. Please write down the username and password & keep it in a safe place.

Read Parent Access agreement, click I Agree and NEXT.

I suggest you close this internet window and log back in using the newly created username and password. See STEP 1.



**IF YOU HAVE ADDITIONAL STUDENT ACTIVATION CODES AND YOU WANT ONLY ONE ACCOUNT, YOU CAN NOW ENTER THE ADDITIONAL ACTIVATION CODES.**



If you have any questions, please contact the EACS Help Desk at (260) 446-0100 X4357