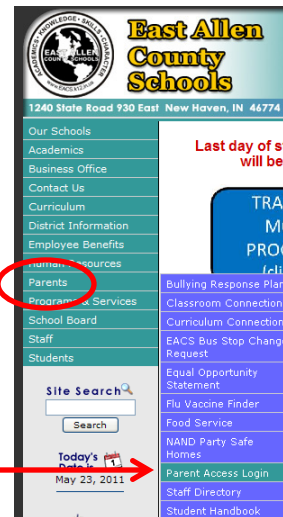


How to Set Up Parent Access Account

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:

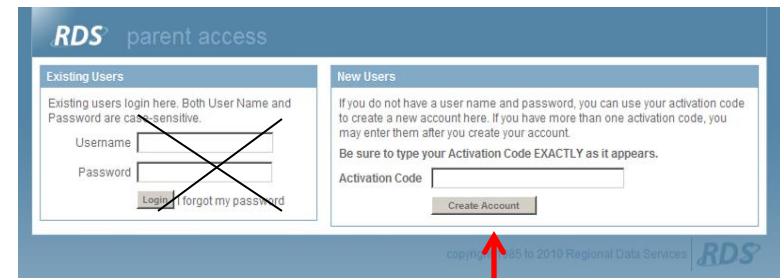
STEP 1

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 exactly 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.

The screenshot shows the 'Create an Account' form on the RDS parent access website. The form includes fields for First Name, Last Name, User Name (8 characters or longer), Password (8 characters or longer), Repeat Password, Email Address (Recommended), Secret Question, and Answer to Secret Question. Below the form is a detailed privacy policy and terms of service text, followed by radio buttons for 'I agree' and 'I disagree', and a 'Next >>>' button. The footer contains the copyright notice 'copyright 1985 to 2011 Regional Data Services' and the RDS logo.

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

The screenshot shows the RDS parent access dashboard. At the top, there are navigation tabs for 'home', 'add a student', and 'account settings'. The main content area displays a welcome message for 'Dimpleface, Goober J' (Grade 12) and a red arrow pointing to the 'add a student' button. Below the button, there is a brief explanation of the 'Add a Student...' feature. The footer includes the copyright notice 'copyright 1985 to 2011 Regional Data Services' and the RDS logo.

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