

## How to Create a Parent Account in GradeBook

***Harrison County School District has developed GradeBook our online resource. Parents can view their child's schedule, grades, absences, and discipline records.***

### To create a parent account:

1. Logon to: <http://apps5.harrison.k12.ms.us/login.aspx?StartPage=/>
2. Choose PARENT in the first drop down box: "I am a "
3. Type your complete e-mail address in the username box: ex: [adupree@harrison.k12.ms.us](mailto:adupree@harrison.k12.ms.us)
4. Click on the button "CREATE ACCOUNT". A new screen will appear:

Please enter the following information.

Email Address	<input type="text"/>
Your new password	<input type="password"/>
Confirm password	<input type="password"/>
<input type="button" value="Create Account"/>	

5. Enter your complete Email address; create a password and then confirm your password by typing it again. Click on button: CREATE ACCOUNT when you are finished.
6. You will then get a message:  
A verification email has been sent to this address. Follow the instructions contained in it.
7. When you receive the e-mail; follow the instructions.
8. Once you have successfully created an account; login to GradeBook.
9. Click on the tab marked "CLASSES"
10. On this screen you can add your child(ren). You will need to know their username and password. The school office can help you with this information.
11. Enter your child's username; password; and then select the school they attend in the last drop down box.
12. Click on "ADD".
13. You will receive a successful message if you entered the proper information.