

## St. Luke's Episcopal School – Parent Connection On-line Grading Program

- From the Parent Connection page, click the "**SIGN IN HERE**" button in the middle of the webpage to begin.
- At the next screen, click the "**Click here to sign up**" link.
- At this screen, you will create your own user name and password. Remember, your password must be at least six characters long. A red asterisk (\*) indicates that the information requested is required before proceeding.
- After filling in all of your personal information, read the User Agreement and check the box next to "I agree.....". Finally, click the "**Sign-Up**" link at the bottom of the screen.
- The welcome screen now appears. You must now add a student or students to your account.
- Click the "**Add a student to my account**" link.
- At this screen, you need to fill out all the information on your student. **Red asterisks** are required information. This information will be used by the school to match the student information to his or her records. When you are finished, click the "**Submit**" link.
- If you have more than one student, enter the others in the same manner as above. The school should approve (or disapprove) your account in about 5-7 working days. Log back in to check the status.
- If you need to add another student to your account you can click on the "**Add a student to my account**" link. The students you have added to your account will show in the drop down window to the left.
- Questions concerning a pending account or adding a student to the account needs to be directed to Margay Stillings at 210-826-0664 ext. 216.
- If you have difficulties accessing the site or need **technical assistance not related to pending accounts**, please contact Margay Stillings at 210-826-0664 ext. 216.