

Setting up a Parent/Guardian Account

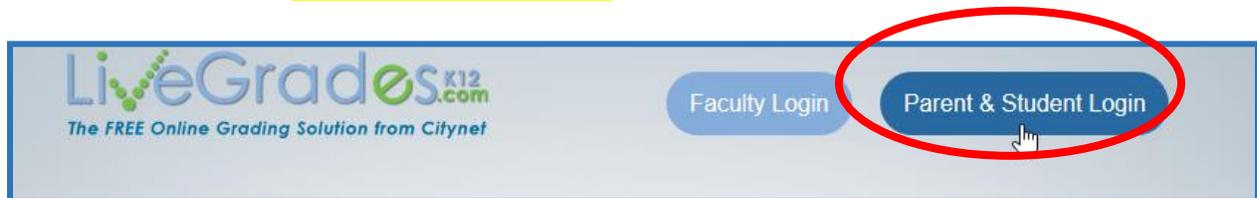
Parents, guardians, and students can set up their own personal accounts on LiveGrades.com to stay in constant touch with any grades that are posted, messages sent, or announcements.

All information regarding the account set-ups MUST come from the student's school. **Citynet will not provide any of this information to parent/guardians at any time, for the protection of the student.**

When teachers are ready to start using **LiveGrades**, they will distribute the Guardian & Student Login. This will provide the "Student Account Name" and the "Student Access Key", which must be entered into the system to set up an account.

Logon to www.livegrades.com

In the top right-hand corner of the opening page, is the Login. When establishing a new account, click on the "Parent & Student Login" link.



To create a new account, click on the "Click here to create a new account" link.

A screenshot of the "Parent & Student Login" page. It features a "Login Information" section with input fields for "Username:" and "Password:", and a "SUBMIT" button. Below the login fields, there are two links: "Click here to create a new account" and "Click here to recover your login information." The "Click here to create a new account" link is circled in red.

If you have multiple students, you will only need to complete this setup one time for the first child. You can then use the "Add a Student" option once logged in to add additional students to your account.

Contact Information

Your First Name:
Your Last Name:
Your Email Address:
Your Phone Number: Optional

Login Information

Desired Username:
Desired Password:
Confirm Password:

Your Student's Information

This information comes from your "LiveGrades Guardian Login" sheet. If you did not receive a LiveGrades Guardian Login sheet, please contact your child's school.

Student's Account Name:
Student's Access Key: - -

Fill in all the required fields. The email address that you enter will be used to send notices of account activities and also, to retrieve lost passwords.

The Student Account Name and Access Key information will be found on the Guardian Login information letter that came from the student's school.

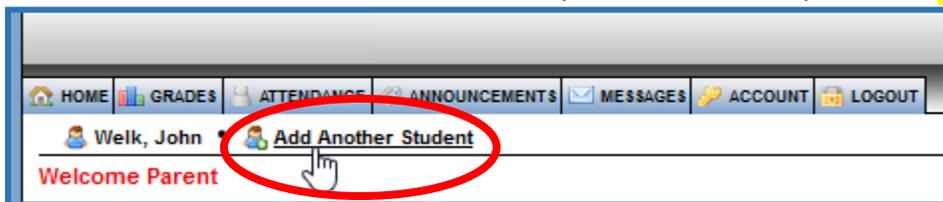
The Username and Password that is entered here, will be used each time the account is accessed.

Guardians and Students will use the same logon information year after year.

*****The difference between a Guardian account and a Student account:***

Guardian accounts can access more than one student...if there are several students in a family, and these students are attending schools that use LiveGrades, a guardian can access all students' information with a single logon. A student account will only display information for that specific student.

To add another student to the same Parent/Guardian account, click on "Add Another Student"



The tabs across the top of the page of LiveGrades.com will make it easy to keep track of Grades, Discipline reports (if the school is using this module), Attendance (if the school is using this

module), Announcements from the teacher or administrator, private messages from the teacher, and any of the users' account information.



Welcome to **LiveGrades!** Stay informed, involved, and in touch at all times!