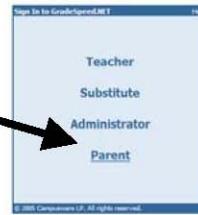


# Creating a PARENT Gradespeed Account

**Step 1:** Open Internet Explorer or other browser and go to <http://dodea.gradespeed.net>

**Step 2:** In the window that opens, click on **Parent**



**Step 3:** Click on the drop down in the top field and select **Department of Defense USA**



**Step 4:** Click on the link in the bottom left “Click here to sign up”

**Step 5:** Fill out the fields below and proceed to Step 6.

## Parent Account Signup

[Help](#)

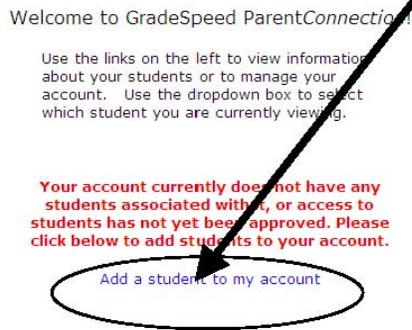
Please enter accurate information in the following fields. This information will be compared against student records as a qualification for approval. Items with a \* are required. **Please do not use nicknames, but rather your full legal name.**

Username:	<input type="text" value="qmhsparent"/>	*	Your First Name:	<input type="text" value="James"/>	M.I.	<input type="checkbox"/>
Password:	<input type="password" value="*****"/>	*	Your Last Name:	<input type="text" value="Pearson"/>		
Confirm Password:	<input type="password" value="*****"/>	*	Your Address:	<input type="text" value="3307 Purvis Rd"/>		
E-mail:	<input type="text" value="johndoe@aol.com"/>		City:	<input type="text" value="Quantico"/>		
Confirm E-mail:	<input type="text" value="johndoe@aol.com"/>		State:	<input type="text" value="Virginia"/>		
			Zip:	<input type="text" value="22134"/>		
			Primary Phone:	<input type="text" value="(703) 784 -0303"/>		
			Alternate Phone:	<input type="text" value="(703) 784 -0304"/>		
<input type="button" value="Sign Up"/>   <input type="button" value="Cancel"/>						

- One account per family is fine or each parent can create a separate account.
- One account can be used for more than one child in your family.
- **Write down your Username,** you'll need it later.

**Step 6:** Click on **Sign Up** in the lower left.

**Step 7:** In the window that appears, click on **Add a student to my account**.



**Step 8:** In the next window that appears, fill out all the fields and click **Submit**.

- Information that does not completely match may prevent you from signing up.
- Use proper names in the Name fields.
- The Date of Birth field must be in the format noted in the screen. MM/DD/YYYY
- The SMS Sponsor Email address is the one that we have in our school database. You can use another email address, but that may slow the approval process.

**Step 9:** The message to the right means we are aware of your request.



**Step 10:** In the next window that appears you can click on the **Add Students** button if you have more than one child at our school.

**Step 11:** You now need to **COME** to the West Point Middle School Main Office and finalize the approval process by showing valid identification (Driver's License or Military ID) and completing the Gradespeed Access Approval Form. You can download this form from the WEST POINT MIDDLE SCHOOL Gradespeed page.