

PARENT REGISTRATION INSTRUCTIONS

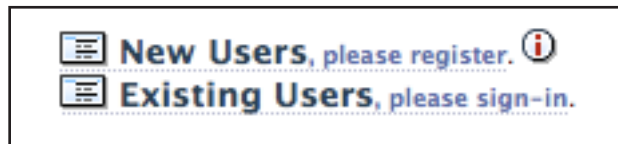
Welcome to the AISD's Parent Self Serve (PSS) system. This new system will allow you to track your child's attendance and grades. To access PSS you must use either Internet Explorer or Mozilla Firefox as your web browser. Make sure they are current versions.

Parent Self Serve allows you to have a single login to see all of your children enrolled in the Arlington school district, including students at the elementary schools. It is no longer required to have separate IDs for each campus.

Obtaining access to Parent Self Serve is a two-step process:

1) Register as a New User

You can find a link to the PSS registration page on the AISD Parent page at <http://www.aisd.net/information/parents.aspx> or you can go directly to <https://is-teams.aisd.net/selfserve/parent>. You will need to allow pop-ups for this site to work correctly. Click on "please register" to register as a new user -



On the registration screen you will need to fill in these fields. Only submit this screen one time, even if you have more than one child in the district.

New User Registration	
Parent/Guardian Last Name *	<input type="text"/>
Parent/Guardian First Name *	<input type="text"/>
Student ID *	<input type="text"/>
Student Last Name *	<input type="text"/>
Student First Name *	<input type="text"/>
Zip code of Resides with Parent/Guardian home address *	<input type="text"/>
User ID: *	<input type="text"/>
Password: *	<input type="password"/>
Retype Password: *	<input type="password"/>
Security Question: *	<input type="text"/>
Security Answer: *	<input type="text"/>

Last Name and then First Name

You must know your child's district ID number to register. This is your child's lunch number or it can be found on Progress Reports, Report Cards or secondary ID badges.

Student Last Name and First Name

Your home Zip Code.

We recommend using your e-mail address and your standard password.

Enter a security question with an answer that you can remember:
Maiden name
Pet's name
Birthplace
etc.

You must register with the Parent/Guardian name that you listed on your child's Enrollment Card. If you have more than one child in the district, you only need to identify one child on this form (we recommend using the child whose campus is easiest for you to get to during work hours.) You **MUST** use your child's legal name. For UserID we recommend using your e-mail address. Create your own Security Question and Answer. This will be used if you forget your password. Once you click on Submit, print the form from the web page.

2) Go to the School

After you have submitted the New User Registration, take the Confirmation screen printout to the campus of enrollment for the child you listed on the form to finalize the process. You will be asked to show a photo ID. Once the school authorizes your account, you will be able to login and view all of your children enrolled in the district.