How to Set Up Parent Access Account

Parent Access activation codes are issued at the school office and must be activated within **30 days** from the date it was issued. To set up an account, please follow these steps:

**STEP 1**
Access the East Allen County Schools website by a Google search or typing [http://www.eacs.k12.in.us](http://www.eacs.k12.in.us) in the address bar. From this page, go to the “Parents” tab. Then left click on “Parent Access Login”.

**STEP 2**
Type the 16 character activation code on your letter in the Activation Code box **exactly** as printed. Use caps and hyphens when indicated. Click Create Account.
STEP 3

Now create your parent access account. Enter information in all fields. Please write down the username and password and keep in a safe place.

Read Parent Access agreement, click I Agree and NEXT.

I suggest you close this internet window and log back in using the newly created username and password. See STEP 1.

IF YOU HAVE ADDITIONAL STUDENT ACTIVATION CODES AND YOU WANT ONLY ONE ACCOUNT, YOU CAN NOW ENTER THE ADDITIONAL ACTIVATION CODE.

If you have any questions, please contact the EACS Help Desk at (260) 446-0100 x4357