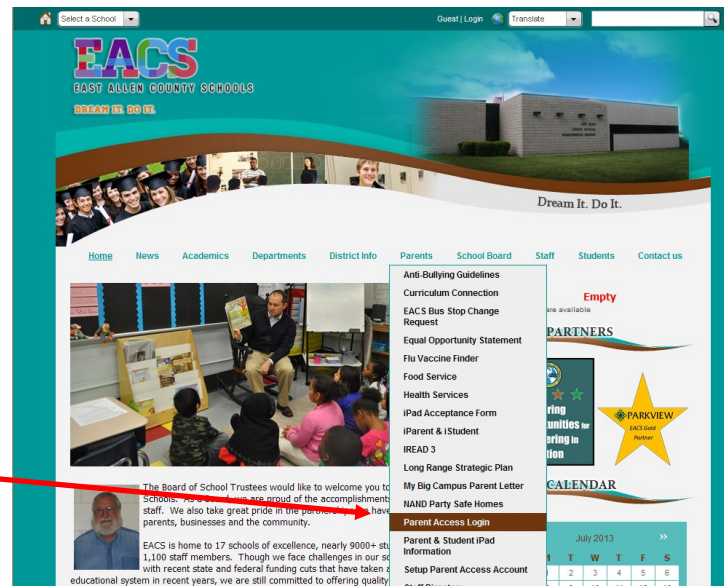


How to Set Up Parent Access Account

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> 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.

RDS parent access

East Allen County Schools parents now have access to student data via the Internet. Parents will be able to view student schedules, attendance records, discipline incidents, transcript data, standardized test scores, emergency information, pay student fees and view lunch balances. Activation codes may be obtained from the school secretary. Instructions on how to set up your new Parent Access account can be found on the PARENTS tab on the EACS website.

Username

Password

*Case-sensitive

[Forgot your password?](#)

If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.

Be sure to type your Activation Code EXACTLY as it appears.

Activation Code

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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.

The screenshot shows the 'Create an Account' page for RDS parent access. It includes a header with the RDS logo and 'parent access' text. Below the header, there is a section titled 'Create an Account' with a note: 'To create your account, type the information below, then click Next. NOTE: Please remember your User Name and Password. You will need them to log in on your next visit.' The form contains several input fields: 'First Name', 'Last Name', 'User Name' (with a note '(8 characters or longer. Used to log in on your next visit)'), 'Password' (with a note '(8 characters or longer. Used to log in on your next visit)'), 'Repeat Password', and 'Email Address' (with a note '(Recommended)'). There is also a 'Secret Question' field with a prompt: 'You will be asked your Secret Question if you forget your password. (Example: What is your favorite pet's name?)' and an 'Answer to Secret Question' field. Below the form, there is a privacy policy notice and two radio buttons for 'I agree' and 'I disagree', followed by a 'Next >>>' button. At the bottom right, there is a copyright notice for 1985 to 2011 Regional Data Services and the RDS logo.

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

The screenshot shows the RDS parent access dashboard. At the top, there is a navigation bar with 'home', 'add a student', 'account settings', 'help', and 'logout' links. Below the navigation bar, there is a header with the RDS logo and 'parent access' text. The main content area is titled 'Welcome to RDS Parent Access' and includes a message: 'You are logged in as Goober Dimpleface. Your last failed login attempt was: 6/3/2011 10:56:37 AM. Click the name of a student to the left to view that student's information.' There are two buttons: 'add a student' and 'account settings'. A red arrow points to the 'add a student' button. Below the buttons, there is a message: 'Click Add a Student... if you have additional activation codes that you would like to enter. Each activation code personal information or change your password, gives you access to an additional student.' At the bottom, there is a 'Messages' section. At the bottom right, there is a copyright notice for 1985 to 2011 Regional Data Services and the RDS logo.

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