



Welcome to
Putnam City Schools
ParentCONNECTxp

IMPORTANT! Please read carefully before registering.

- 1) Please include all students in your family (grades K-12) in your registration request.
- 2) Please do not submit more than one registration request.
- 3) If you need to revise your account information or add additional children, please do not submit another registration request. Send an email to parentconnect@putnamcityschools.org and we will make the changes for you.
- 4) Please read the ParentCONNECT information listed below before submitting a registration request.

Q: What is ParentCONNECT?

A: ParentCONNECT is a web-based program used by the Putnam City School District to help parents keep track of their child's academic progress on a daily basis. The District's ParentCONNECT web site is available 24 hours a day on the Internet. Most of the data in ParentCONNECT is current as of the previous school day.

Q: Can anyone else see my child's information?

A: The information about your child is kept private and password protected. You will not be able to see other student's records and other parents will not be able to see your child's records.

Q: Who is eligible to use ParentCONNECT?

A: All parents/guardians who have legal rights to view their children's school records may use ParentCONNECT. Students are NOT allowed to

register themselves to access this site. They may use the site if their parents choose to share their User ID and password with them.

Q: Can more than one parent/guardian have access to a child's record?

A: Yes. If the parents live in the same household, we ask that they share the same UserID & password. Parents must have legal rights to view their child's school records. Legal parents/guardians not living in the same household will be allowed a separate User ID and password. See next question.

Q: I do not live in the same household as my child. Can I still gain access to my child's information on ParentCONNECT?

A: Yes, as long as you have the legal rights to view your child's school records, you may request a User ID and password.

Q: I live outside the area. Can I still gain access to my child's information on ParentCONNECT?

A: Yes, under a few conditions. First you must not have any legal restrictions prohibiting you from access to the student's educational information. After you have registered online for a ParentCONNECT user account, make a photocopy of your picture ID and on the same sheet of paper as the copy, write a statement requesting the ParentCONNECT User ID and password, state that you are legally entitled to receive this information, sign and date said request. You must also submit a copy of the appropriate court document providing you authority to access this student's educational records. You will need to send this information to ParentConnect Putnam City Schools, 5401 NW 40, Oklahoma City, Oklahoma 73122.

Q: What do I do if I feel that the ParentCONNECT information is incorrect?

A: First, please click on the yellow "Home" button which is located in the upper right-hand corner of every ParentCONNECT screen. Make a note of the "Last Updated" date listed at the top of the page. If this date is several days behind the current date, there is a possibility that the information you are viewing may not be accurate.

Please call or e-mail your student's school to correct demographic information or e-mail your student's teacher to verify assignments & grades. Click the "Home" button then click the "Contacts" button to view a staff directory with links to e-mail addresses.

Q: Where can I find more information about ParentCONNECT?

A: You will be given a ParentCONNECT User Guide when you pick up your User ID and password. Click the "Help" button in the top right-hand corner of every ParentCONNECT screen to view Frequently Asked Questions.

Q: How do I add additional children to my current ParentCONNECT account?

A: Please send an email to parentconnect@putnamcityschools.org to make that request. You will be required to have legal rights to see that child's records before the child can be added to your current ParentCONNECT account.

Technical Assistance

Q: What if I have problems accessing my ParentCONNECT info?

A: Please read the questions below. If you don't find an answer to the problem, please send a request for technical assistance to parentconnect@putnamcityschools.org. Please do not call your student's school.

Q: What do I do if I get "locked" out of my ParentCONNECT account?

A: As a security measure, if you have three failed attempts at entering your User ID and password, the system will lock you out of your account. This protects you from having someone "hack" into your account. The system will automatically reset itself within an hour. There is NO need to contact your student's school about this problem.

If you try logging in after the safety timeout and you are still unsuccessful, please follow the procedure below to request a new password.

Q: What do I do if I lose my password?

A: Please send an email to parentconnect@putnamcityschools.org and request a new password. You must go to the Student Accounting office in the Administration building to pick up a copy of your new password. For security purposes, photo ID will be required!
** Please note that NO passwords will be given out over the phone. **

Q: Can I reach ParentCONNECT from any computer?

A: Yes. All you need is Internet access to view the ParentCONNECT website.

Q: What if I do not have a computer in my home?

A: You can use a computer from anywhere with Internet access to view the ParentCONNECT website. The public library has computers with Internet access available.

Q: What are the minimum computer requirements needed to use ParentCONNECT?

A: You will need an Internet Provider. The system works best on the following internet browsers: Internet Explorer 5.0 or greater, AOL 5.0 or greater, or Netscape 4.7 or greater. Either IBM or MAC is fine.

Q: AOL is my Internet provider and I'm having problems opening the ParentCONNECT web site. What should I do?

A: AOL has security settings that make it difficult to log into a secure web site. Try this: Log into AOL and minimize it. Start Internet Explorer. In the "Address" box, type <https://parentconnect.putnamcityschools.org> then click the "Go" button.

Q: How do I register for ParentCONNECT?

IMPORTANT! If you already have an active account DO NOT register again!

A: Step #1:

- Open Internet Explorer, Netscape or AOL.
- Type <https://parentconnect.putnamcityschools.org> in the address box then press the Enter key on the keyboard.
- Click the "Register" button.
- Fill out both Parent Information & Student Information sections completely. It is important to enter your student's information in the same format as the examples that are given.
- Click the "Submit" button.
- After three working days have passed, you will be able to pick up your User ID & temporary password from the front desk of the Student Accounting Office at the District Administration Building, during regular office hours. Photo ID is required.

Step #2: (Once you receive your User ID and password)

- Open Internet Explorer, Netscape or AOL.
- Type <https://parentconnect.putnamcityschools.org>
- Type in the User ID and password that you picked up

- Click "login"
- You will then be able to view your child's information

Step #3: It is now IMPORTANT that you change your password

- Click on the "Settings" button in the top right corner of the ParentCONNECT home page.
- Type in a new password (must be at least 6 characters).
- Confirm it by typing in your new password again.
- Under Alert Notifications check the notification you would like sent to the e-mail address you provided.
- Click on "Apply". It should say "Your changes have been applied." in the bar above the "Submit button".

You are now ready to explore your child's records!