HCPSS Connect

Parent Access Instructions



Howard County Public School System ❖ Technology Department ❖ Document: HCPSS102 ❖ Revision Date: 08/07/18







About Parent Access

This document describes how parents activate their accounts if they registered at the school using paper forms and reset passwords. If the parent registered online, the account is already created.

Activate Account Using Welcome Email

When new parents are added to the student information system, they will receive an email welcoming them to HCPSS and with instructions to activate an HCPSS Connect account. This email also contains a temporary password. You can activate an HCPSS Connect account using these steps.

- On the HCPSS Connect website, click the HCPSS Connect Login button.
- 2. Enter the email address used at the time of registration and the temporary password received in the Welcome email.
- 3. Click **Login**. You now have access to HCPSS Connect.



Activate Account Without Using Welcome Email

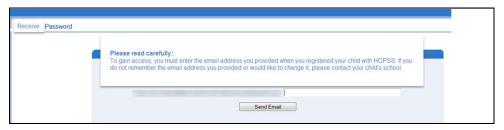
If you do not receive a Welcome email because the email may have been blocked by a spam blocker or if you have been with HCPSS but have not yet activated an account, you can activate an HCPSS Connect account using these steps.

Username

Password

Login

- In the HCPSS Connect website, click the HCPSS Connect Login button.
- 2. Click the Parent/Guardian Activate Account/ Forgot Password link.
- 3. Enter the email address used at the time of registration.



- 4. Click the **Send Email** button. You will receive an email with a link to login.
- 5. Click on that link and enter the First Name and **Last Name** you used during registration. Enter a New Password and Confirm New Password.
- 6. Click Change Password. You now have access to **HCPSS** Connect.

Change Password	
To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button. User Name @yahoo.com	
Oser Name	@yanoo.com
First Name	Jane
Last Name	Smith
New Password:	•••••
Confirm New Password:	•••••
Change Password	

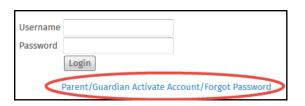
Parent/Guardian Activate Account/Forgot Password



Parent Forgot Password

If you forget your password, you can request a new password.

- On the HCPSS Connect website, click the HCPSS Connect Login button.
- 2. Click the Parent/Guardian Activate Account/ Forgot Password link.
- 3. Enter the email address used at the time of registration.





- Click the **Send Email** button. An email with a link to create a new password will be sent to the email you entered.
- 5. Click on the link to access the new password screen.
- NOTE: The name listed at the beginning of the email is the name listed in the student information system. This is the name that you should enter when creating a new password.



- 6. Enter your **First Name** and **Last Name** in the fields provided. The name used can be found in the email you received.
- 7. Enter your new password in the **New Password** and **Confirm New Password** fields.
- 8. Click the **Change Password** button. You will receive a confirmation that your password has been changed. This message will also provide a link to the login page. You can now login using your new password.



If you experience any issues, please submit your issue using the Help feature on the HCPSS Connect page at: http://www.hcpss.org/connect.

