

# FCPS 24-7 Learning Parent View

## Creating a Parent Account and First Time Login



Parents can now create their own account for FCPS 24-7. After registering and having their account validated at one of their children's schools, parents will have their own username and password to access all of their children's active courses, their high school students' career and college planning through Family Connection and will be able to update their children's emergency information through weCare@school. Updating weCare with the correct email address will ensure better communication via Keep in Touch.

*Before creating a parent account, please be sure to have the student ID numbers for your children available. You can find the FCPS student ID number on report cards and student class schedules.*

### Creating a Parent Account

1. Open **Internet Explorer**.
2. Go to <http://fcps.blackboard.com>
3. Login using the following information:
  - username: **parentreg**
  - password: **newuser**
4. Click **Login**. This will give you access to the FCPS 24-7 Learning Parent Portal Registration Module.
5. Click on the **Click here** link in the Parent Portal Registration.

A screenshot of the login page titled "Login Here". It features the FCPS 24-7 Learning logo. Below the logo, there is a text prompt: "Enter login information here and click the Login button below." There are two input fields: "USERNAME:" with "parentreg" entered, and "PASSWORD:" with "newuser" entered (represented by dots). A "Login" button is at the bottom. Two callout boxes with arrows point to the fields: one says "Use **parentreg** as the username." and the other says "Use **newuser** as the password."

6. Fill out the Basic parent Information section of the registration module. Note: *The name and address data must match the information in the school's Student Information database.* Click **Submit**.

A screenshot of the "Basic Information" registration form. It has a title "1 Basic Information" and several fields with red asterisks indicating required information: "Please Enter your First Name", "Please Enter your Middle Name", "Please Enter your Last Name", "Address 1", "Address 2", "City", "State" (with a dropdown menu showing "VA"), "Zip Code", "Please Enter your Email Address", and "Please Confirm your Email Address". Each field has a corresponding text input box.

7. Your parent information will automatically be filled in on the next screen:

1 Parent/Guardian Information	
Your First Name is	James
Your Middle Name is	
Your Last Name is	Post
Your Address is	9701 Braddock Rd Fairfax VA 22032
Your Email is	Jamesdad@mail.com

8. Provide information about your child. Scroll down to Section 3, to add children. Fill out this information exactly as it appears on your child's class schedule or report card.

3	
Information about Child	1
* First Name +	Jarrold
* Last Name +	Forest
* FCPS Student ID of Child	3319987

- To add another child, click the **Add Child** button  and repeat step 8.
- To continue the registration process, click the **Submit** button.
- To cancel the registration process, click the **Cancel** button.



9. After you click **Submit**, you will see a registration confirmation that includes a unique key. Print the confirmation with the unique key or write it down on a piece of paper and take it, along with photo ID, to one of your children's schools.

**3 Important Information:**

In order to complete your registration process, please print this page and take it, along with picture identification, to one of your children's school.

The school administrative staff will help you complete the registration process and activate your account.

A copy of this information has been sent to the email address you provided during registration.

Your unique key for this registration is **BC1C-86BC-BB14-6DC7**.

This unique key will expire in **90 days**.

PLEASE NOTE: You must complete the registration process at the school within the number of calendar days specified. Your unique key will expire at that time and you will be required to re-register for an account

OK

Schools should be prepared to validate your account, but a courtesy call is always appreciated. When validated by the school, you will receive your permanent username. Your temporary password will be sent to the email you provided during registration. (This should be completed within 90 days.)

Your children's schools will contact you with information about opportunities at the beginning of the school year to complete the registration and validation process. These events, such as back to school nights and orientations, allow you to consolidate account validation with other parent activities at the school.

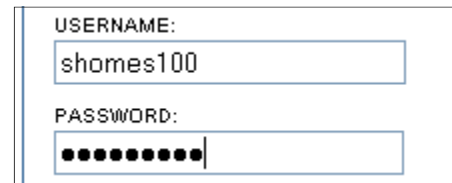
You only need to register for a parent view account one time during your children's career in FCPS. There is no need for annual updates or re-validation.

If you need help with registration, please contact the FCPS 24-7 Parent View Help Desk at 1-866-434-8880 for assistance.

## First Time Log In

1. Go to <http://fcps.blackboard.com>.

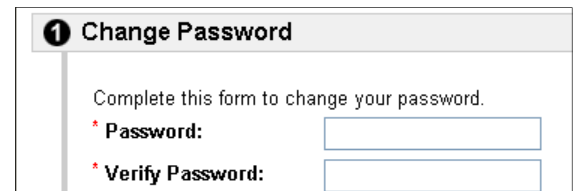
2. Enter the **username** that you got when your account was validated at the school.



USERNAME:  
shomes100  
PASSWORD:  
●●●●●●●●

3. Enter the **password** that was sent via email. The password must be changed at the first log in.

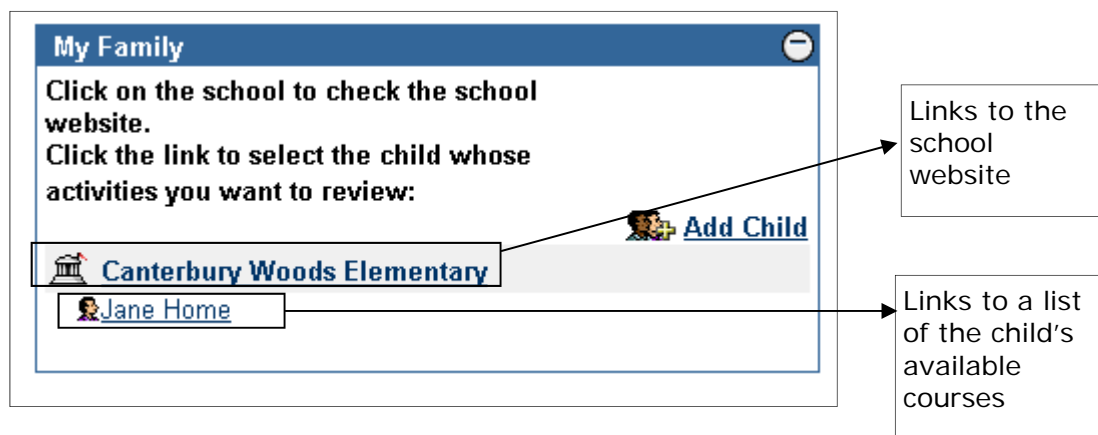
4. Type your new password twice and click **Submit**. This will be the new password for your parent account.



**1 Change Password**  
Complete this form to change your password.  
\* Password:   
\* Verify Password:

## Navigating in FCPS 24-7

On the **My Family** Module, there will be a link for each of the children that you added when you registered.

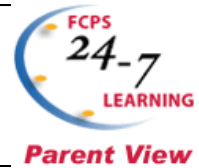


**My Family**  
Click on the school to check the school website.  
Click the link to select the child whose activities you want to review:  
Canterbury Woods Elementary  
Jane Home  
Add Child


Links to the school website

Links to a list of the child's available courses

To get to the school website, click the name of the school.



To get to the child's courses, click on the name of the child. A list of your child's available courses will display. Click on the name of any course to go to that particular course site.

 **Course and Other Details of: 1100296**

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**Courses Enrolled in**  
 Click on any class title to visit that class.

[English - 6th Period](#)

[Math](#)

[History 7th Period](#)

\*\*When courses are first created they are unavailable so teachers can customize the various folders and content items. Courses are visible when the teacher makes the course available.


## Add Another Child


If you need to add another child to your account, use the **Add Child** link in the *My Family* Module.


1. Click the **Add Child** Link.

**My Family**

Click on the school to check the school website.  
 Click the link to select the child whose activities you want to review:

 [Add Child](#)

 [Canterbury Woods Elementary](#)

 [Jane Home](#)

2. Enter the Student's **First Name**, **Last Name** and **FCPS Student ID** exactly as it appears on the child's report card or class schedule.

**3**

**Information about Child** 1

\* **First Name +**

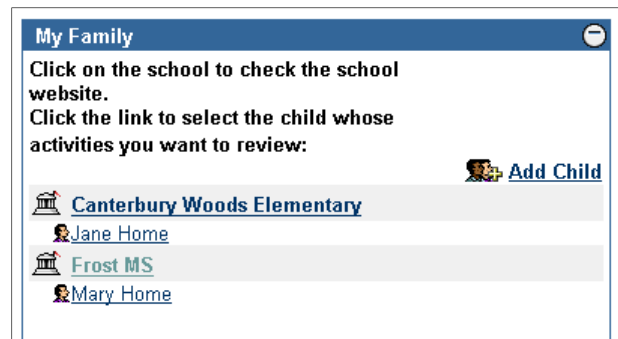
\* **Last Name +**

\* **FCPS Student ID of Child**

3. To add another child to the list, click the **Add Child** button.

4. Once all children are listed, click the **Submit** button.

The student(s) will be listed under the appropriate school in the **My Family** module.



If you are unable to add an additional child to your parent account, please contact your child's school to verify that the information is correct in your child's parent records in the Student Information System.