

Creating a Parent Account



Parents can now create their own log in for FCPS 24-7 or Blackboard. At the end of this process, parents will have an account that they can use to access all of their children's active courses in FCPS 24-7.

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 Parent Portal Registration Module.
5. Click on the **Click here** link in the Parent Portal Registration.

The screenshot shows a 'Login Here' form with the FCPS 24-7 LEARNING logo. It includes fields for 'USERNAME:' and 'PASSWORD:'. Callouts indicate that the username should be 'parentreg' and the password should be 'newuser'. A 'Login' button is located at the bottom right of the form.



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

The screenshot shows the 'Basic Information' section of the registration form. It contains several input fields with labels: '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'.

The screenshot shows the 'Parent/Guardian Information' summary screen. It lists the following 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.

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Information about Child 1

* **First Name +**

* **Last Name +**

* **FCPS Student ID of Child**

- To add another child, click the **Add Child** button and go back to step 8.
 - To continue the registration process, click the **Submit** button.
 - To cancel the registration process, click the **Cancel** button.
9. Click **Submit**. You will get a confirmation of your registration including a unique key. Print this key (or write it down on a piece of paper) and take it along with photo ID to one of your children's schools. (This should be completed within 30 days.)

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