

Parents/guardians: Since you have real-time access to grades via the Source, we will not be mailing progress reports any longer.

In order to make sure you can log-on, to see your student's grades, the instructions for registration for the Source are listed below.

### Source Registration:

To create an account, you will need: **valid email address**, each child's **7 digit SPS student #** each student's **school** and **date of birth**.

### To Create a Source Account:

1. Please visit <http://ps.seattleschools.org/> and click the **Sign up** button.
2. Read the instructions then click the **Add Student Information** button.
3. Enter each student's **7 digit SPS student ID#**, **date of birth** and **school**.
4. If you only have 1 student, click **Finished Adding Students**. If you have more students, click **Add Another Student**. When you are done adding all students, click **Finished Adding Students**.
5. Enter and confirm your email address, then click **Done**.
6. Check your email for a message from [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org)  
**NOTE:** If you don't see the email, it may have been routed to Spam or Trash, depending on your email settings.
7. Open the email and make note of the **Access ID** and **Access Password**. The Access Password is *cAse sEnsiTive*, please use all **UPPER** case letters, no spaces.  
**NOTE:** You may share your codes with your child's other parent or guardian.
8. Click the **Create Parent Account** link in the email.
9. Enter your name, email address, and create a password. **Your email address will be your Username. Please do not use an apostrophe ' in your password.**
10. Enter each student's name, **Access ID** and **Access Password** (UPPER CASE letters, no spaces). Use the drop-down menu to select *your* relationship to the student.
11. After you have added all of your students, scroll to the bottom and click **Enter**. This will take you to the Source log on screen.

The screenshot shows the 'Create Parent Account' form with the following fields and callouts:

- First Name:** Fred
- Last Name:** Flintstone
- Email:** fred@fred.com
- Re-enter Email address (Your email address will be your username):** fred@fred.com
- Password:** [masked]
- Re-enter Password:** [masked]
- Link Students to Account:** Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account.
- Student # 1:** Ginger O'Doggy
- Access ID:** 12345
- Access Password:** [masked]
- Relationship:** Father

Callouts:

- "Your email address will be your username."
- "Please do *not* use an apostrophe ' in your password."
- "Use the drop-down to select your relationship to the student."

### To log onto the Source:

1. In your web browser, type <http://ps.seattleschools.org>
2. Enter your Source Username and Password, click **Login**.

If you have more than one student, click their name on the upper, left to switch students.