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*Learning Today,  
Prepared for  
Tomorrow--  
Warrior Pride!*

Dear Parent/Guardian of

As educators we realize the importance of sharing information with the parents of our students. Huber Heights City Schools utilizes a web-based gradebook system, Parent Access that enables parents to view grades, homework, schedule, attendance, and report card information. Parents and students can create and manage their own user accounts with an individual Registration Key. Parents/guardians will receive a Parent Registration Key.  
(All Weisenborn students currently have a student Progress Book account).

**Below is your NEW Registration Key to create your Parent Access Account:**

Student name

Registration Key

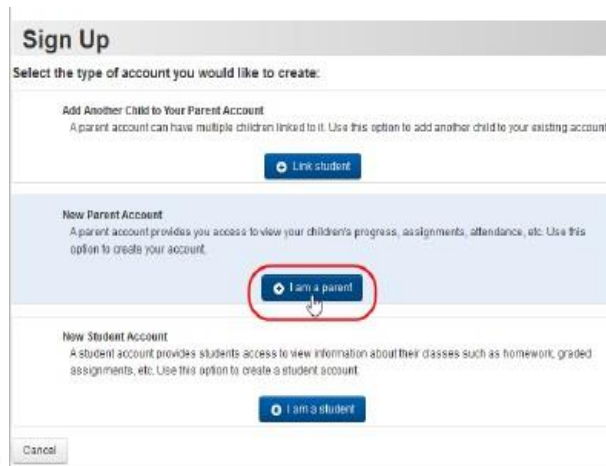
**Parent Access Account Creation Steps (for Parent)**

1-Go to <https://paccess.mveca.org/district>

2- A listing of districts may appear the first time you access or create your account, if so, select your district. The system will remember your selection the next time you log in on the same computer. (Click on the Huber Heights Warrior symbol)

3-On the Progress Book Sign in Screen, click Sign Up.

4- On the Sign Up screen, click –"I am a parent"



*"Empowering our students to be academically and socially prepared for their future through the support of excellent teachers and staff, families, and community partners."*

5-Under Your Contact Information, enter the following:

- First Name
- Last Name
- Email
- Re-enter Email

6-Under Account Details, enter the following:

- User name – letters and/or number (6 to 50 characters) or your email address
- Password – must contain 1 letter, 1 number, 8 to 50 characters, case sensitive, and cannot match the user name
- Re-enter Password – must match password

7-Under Link Students to Account, enter the following:

- Registration Key – provided above on the front side of this sheet.
- First Name – must match the name on the registration letter from the school exact
- Last Name – must match the name on the registration letter from the school exact
- Date of Birth

8-Optional: If you are a parent and have a registration key to enter for another child, click link another student to account, and perform step 7 again.

*Note: If you have not received registration keys for all of your children, you can add children to your account at a later time.*

9-Click Register

You can set the account to send an email when there are missing assignments or low grades. After establishing the account, look on the left hand side at the options. At the bottom click “Alerts,” enter a valid email address you check regularly. Check “Mark missing assignments and low grades.” You can now select the grade for each subject to send you an email alert (B-, C, D, etc). This must be done for each semester as classes may change (even if your child is enrolled in a year-long course).

Everything contained within this site is encrypted as it travels across the internet to prevent ‘hackers’ from having access to your child’s information. Never share your username and password with others. This goes for your children as well. Only let them know their own user name and password and not your own. Your parent account will be able to reset your child’s password if they were to forget.

If you need any assistance, please email - [kris.yearsley@myhhcs.org](mailto:kris.yearsley@myhhcs.org)

Thank you for your continued support of our school.

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