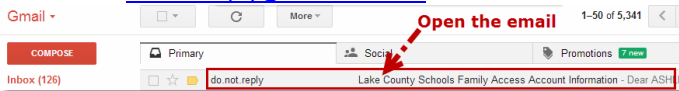
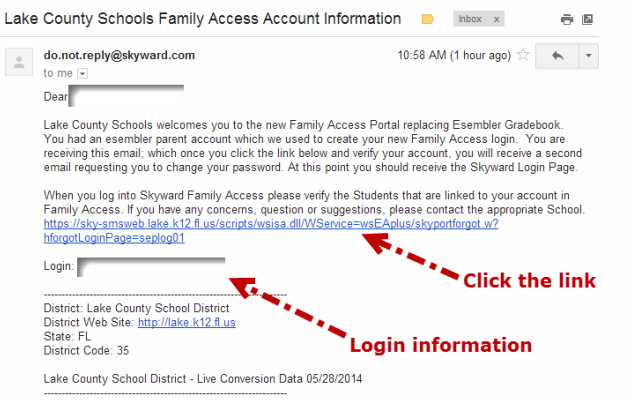


Parents/guardians of students that attend Lake County Schools have ability to create a **Family Access** account. **Family Access** provides parents/guardians with the ability to view grades, attendance, and other valuable data for their student(s). Please see the steps below to verify and complete the set-up process for your **Family Access** account.

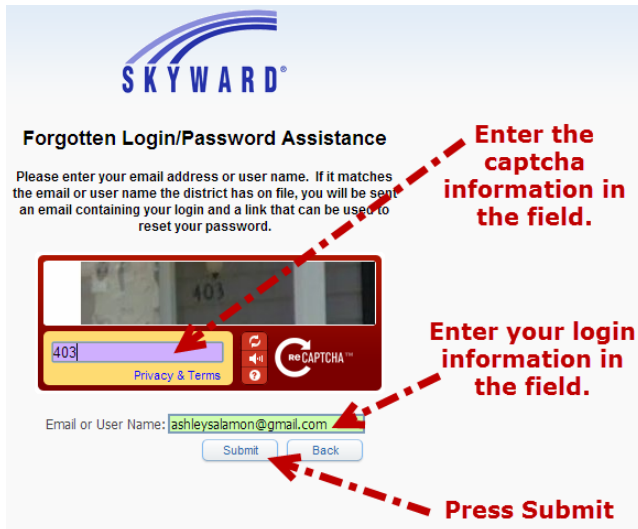
- From your personal email account, open the email titled **Lake County Schools Family Access Account Information**. The email is sent from do.not.reply@lake.k12.fl.us



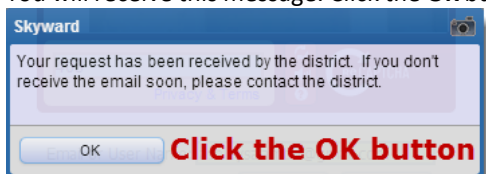
- Read the text of the email and make note of your login information. Then **click the link** to begin the account set-up process.



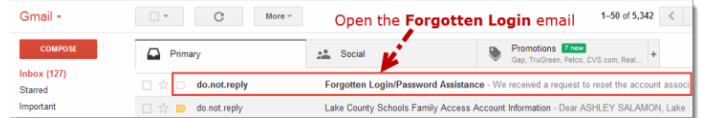
- On the **Forgotten Login/Password Assistance** screen:
 - Type in the CAPTCHA information
 - Type in your login information
 - Press the **Submit** button



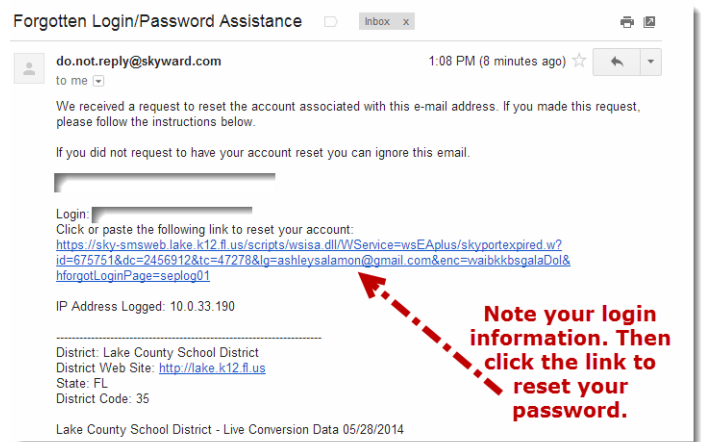
- You will receive this message. Click the **OK** button.



- Go back to your personal email account and open the **Forgotten Login** email from do.not.reply@lake.k12.fl.us



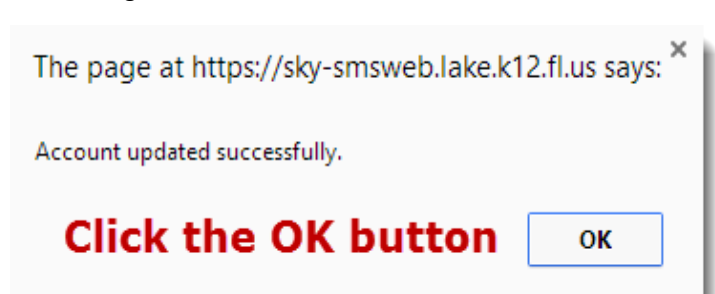
- With the email open, **click the link** to reset your account:



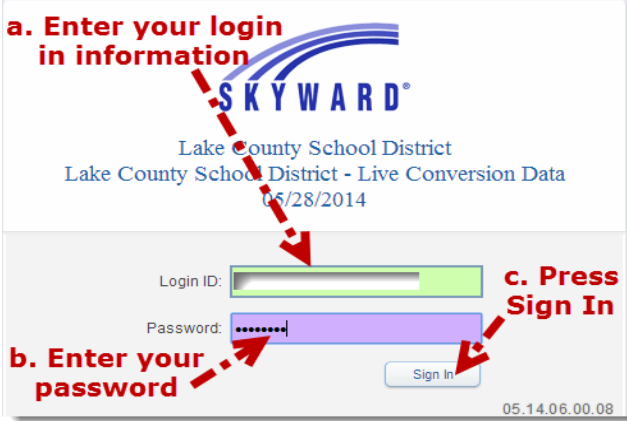
- From the **Forgotten Login/Password Assistance** screen:
 - Enter and confirm your new password (must be 8 characters long)
 - Press the **Submit** button



- Once you have entered a sufficient password, you will receive this message. Click the **OK** button.



9. You will be taken to the log in page for the Family Portal:
 - a. Enter your login information for the username (email address)
 - b. Enter the new password that you just set
 - c. Press the **Sign In** button



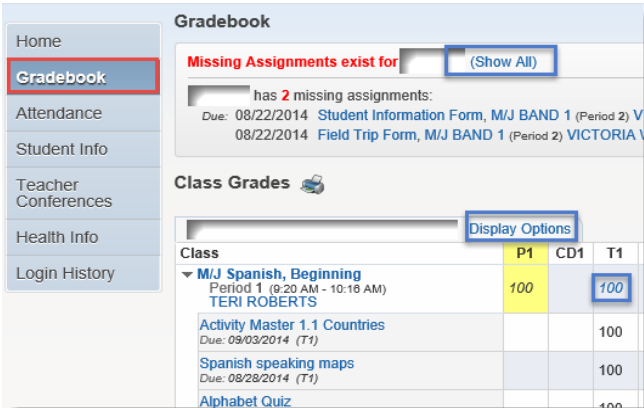
10. Click the Retry button if you get a message about the Pop-up blocker or click the link to adjust your Pop-up blocker settings.

11. Once inside Family Access:

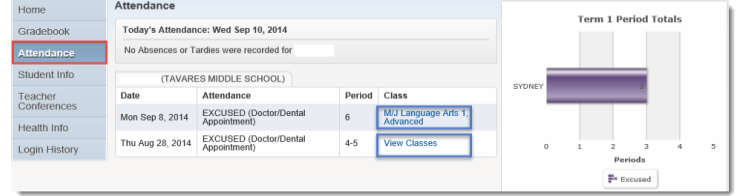
- a. Click on **My Account** to verify your personal information
- b. If you have multiple students, click on the drop down menu to ensure your student(s) are connected to your Family Access account
 - i. If you have multiple students, you can click on a child's name to view the student individually
 - ii. If you want to see all of your children at one time, click on the **All Student** option



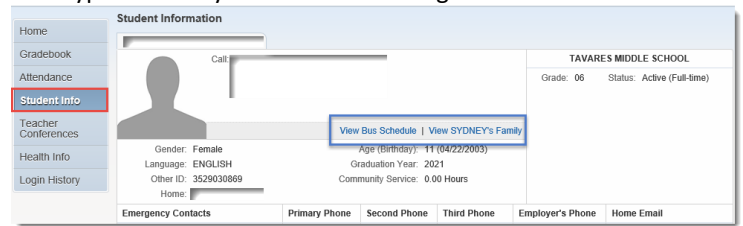
12. Use the blue menus along the left hand side of Family Access to navigate to your student(s) data. Click on the blue **Gradebook** menu to view grade and assignment information for each class. Any item in blue text is a hyperlink and you can click on it to get more information.



13. Click on the blue **Attendance** menu for attendance information. Any item in blue text is a hyperlink and you can click on it to get more information.



14. Click on the blue **Student Info** menu to view family and emergency contact information. Any item in blue text is a hyperlink and you can click on it to get more information.



15. Click on the blue **Login History** menu to view your recent login history. Any item in blue text is a hyperlink and you can click on it to get more information.



16. When you are ready, click the **Exit** button in the top right corner of Family Access to log out of the portal.



*Note: To access the Family Access portal in the future, visit www.lake.k12.fl.us and click the **A+ Grades** icon near the top right corner:*

