How to Create a ParentAccess Account

Navigate to [https://paccess.mveca.org](https://paccess.mveca.org)

Select your child’s school district from the available list by clicking on its icon

Click the **Sign Up** button

If creating a Parent account, click the **I am a parent** button

Fill in the account information on the **Sign Up** screen, entering the **parent Registration Key** provided by your child’s district; your child’s legal first and last name and date of birth
If you have another child in the district, and another registration key, click the **Link another student to account** button.

You will see a **Student 2** box display, so you can enter an additional student’s **parent Registration Key** and information.

![Student 2 Form](image)

If only registering a single student, click **Register**.

If the information is entered correctly, you will see a confirmation message display:

**Account creation was successful.**

Click the **Log in to your new account** hyperlink to log in to ParentAccess.

![Log in to your new account](image)