

Seattle Public Schools
2445 Third Avenue South
PO Box C-34165
Seattle, WA 98124
September, 2015

Dear Parents and Guardians,

The Source is Seattle Public Schools' online communication tool that allows parents, guardians and students access to schedules, attendance and assessment scores. Secondary student grades are also on the Source.

Already Registered With The Source? You *DO NOT* need to register again.

Please logon at: <http://ps.seattleschools.org>

Have You Forgotten Your Source Username or Password?

Please go to: <http://ps.seattleschools.org>

Please click the "*Forget your password?*" or the "*Forget your username?*" links.

Need to Add Students to Your Source Account?

Please log onto your Source account, click **Add Students** and follow the steps.

Not Registered With The Source? Here's how to get started:

1. Please go to <http://ps.seattleschools.org> and click the **Sign up** button.
2. Read the instructions and click the **Add Student Information** button.
3. Enter: **Your student's 7 digit Seattle Schools student ID#, date of birth and school.**
4. If you have more than one student, click **Add Another Student**.
5. Click **Finished Adding Students** after you have entered all of your students enrolled in SPS.
6. Wait a few minutes and look for an email message from sourcesupport@seattleschools.org
NOTE: If you don't see the message in your inbox, check your SPAM or Trash folder.
7. Open the email and make note of the **Access ID** and **Access Password** for each student.
NOTE: Do not include any spaces when entering the Access ID or Access Password.
Access Password is entered in **UPPER CASE LETTERS**.
8. Click the **Create Parent Account** link in the email.
9. Enter the following: Your first and last name, your valid email address, and a password (please do not use an apostrophe ' in your password). Enter each student's name, Access ID, Access Password (in UPPER CASE LETTERS) and use the drop-down to select *your* relationship to each student.
10. Scroll down and click **Enter** when you are done.
11. Log onto the Source!

New this year, Schoology Learning Management System (LMS)! Schoology is a tool teachers may use to post assignments, homework, messages, events, and calendar items. To sign up, click **Schoology Access Codes** on the left menu of your Source account. Make note of the **Student Access Code** for each student and click the **Sign up for Schoology LMS** button.

Look for more information about Schoology in your Start of School packet!

If you have questions or need help please email sourcesupport@seattleschools.org

Registering and Creating a Source Account

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
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 a web form titled "Create Parent Account" 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:**
 - Student Name:** Ginger O Doggy
 - Access ID:** 12345
 - Access Password:** [masked]
 - Relationship:** Father (selected from a drop-down menu)

Callout boxes provide additional instructions:

- "Your email address will be your username." (pointing to the email fields)
- "Please do not use an apostrophe ' in your password." (pointing to the password fields)
- "Use the drop-down to select your relationship to the student." (pointing to the Relationship field)

12. Log on using the **Username (email address)** and **Password** you just created!

Email us at: sourcesupport@seattleschools.org