## **Student Grades On-line**

Parent/Student Community Web Portal: Creating a "Parent Account"

Please set up an account using the instructions below.

1. Go to www.pgasd.com and click on the Parent/Student Portal link.

2. Click on the "Community Portal Application and Acceptable Use Policy Form" on the login screen under the Getting Started.

3. Select "OK" to the Pop-Up if it is correct.

4. At the bottom of the Acceptable Use Policy Form, Click "Yes" below "I have read and agree to the above policies."

5. Complete the application with required fields. (anything with the red asterisk symbol (\*) is a required field)

6. The System will send an application confirmation email to the District for approval.

7. The Middle School Office will verify the information and approve the account.

8. The System will send confirmation to the e-mail you provided on the account you created, with your PIN.

9. Save the email that provided your PIN in case you forget your password.