

Active Parent

Active Parent is a web-based application parents can use to keep track of students' records. Parents with more than one student can access records for all of them with one account. The goal of Active Parent is to provide parents and guardians the ability to check students' Attendance, Behavior and Course Performance. Active Parent provides student information as soon as it is entered into SAM (Student Administration Manager).

Creating an Active Parent account:

1. In a web browser, navigate to **lauderdale.activeparent.net**
2. Click on **Create an Active Parent Account** and fill in the required fields.
3. Enter user information.
4. Create a username and a password for the account. The username and password must be six or more characters with any combination of letters or numbers. **Please keep a record of the username and password that you create for future reference.**
5. Click **Request Student**
6. Enter student information. Click the Add Student button.
7. Repeat this process for any additional children.
8. After completing information for all your children enrolled in Lauderdale County School District, click the Submit Request button.

Before you can use your account, it must be activated by the school. This process could take a few days, depending on the number of requests that are made.

Parents can now retrieve their passwords by clicking the Forgot Your Password link on the Active Parent website. Once you enter your username, the system will send a message to the email address on file with instructions for resetting the password.

Active Student Account

1. In a web browser, navigate to **lauderdale.activestudent.net**
2. Login using your username and password. Use the example user name to find your account. The default password is the same as the username.

| First Name | Last Name | Date of Birth |
|--------------|-------------|-------------------|
| <u>J</u> ohn | <u>D</u> oe | 6/ <u>7</u> /1995 |

Username and Password: jdoe7

Student Email Account

1. Go to **www.gmail.com**
2. Login using your username and password. Use the example user name to find your account. The default password is the same as the username.

| First Name | Last Name | Date of Birth |
|--------------|-------------|-------------------|
| <u>J</u> ohn | <u>D</u> oe | 6/ <u>7</u> /1995 |

Username: jdoe7@lauderdale.k12.ms.us
Password: lauderdale17