OKCPS Parent Access
Registration Instructions

1. Select the SmartWeb Access tab at the OKCPS home page and choose For Parents from the dropdown list, then click the green Parent Login button at the bottom of the page for registration access.
2. For first time users only, click the "Register Me" button to open the Participating Schools window.
3. Click the Continue button at the bottom of the Participating Schools window.
4. Complete all fields in the Parent Information form (field specific instructions provided to the left of the form). Read through the Terms of Service and check the box at the bottom to indicate your acceptance. Click the I Accept button.
5. Complete all fields in the Student Information form (field specific instructions are provided to the left of the form). The information you provide about your child must match that which as been previously provided to the school system. Click the Add Student button. Repeat the actions in this step for all of your children **even though the child's specific school may not be activated for Parent Access at this time**. Click the Confirm Registration button once you have added all of your children.
6. The Registration Confirmation screen will open displaying your Name, User ID, Password, and the students you have registered. You can print this page with the Print This Page button. Click the Exit button. The following email will be sent to you:

   Dear Parent,
   Your SmartWeb Parent Access registration will be processed in two (2) school days. Please make a note of your password.
   Your SmartWeb Parent Access password is _____.
   Please delete this email after making a note of your password.
   Thank you,
   SmartWeb Administrator

7. You will not immediately be able to access your child's grades and attendance. A second email will be sent to you within two (2) school days indicating that parent access has now been authorized by your child's school. After receiving the second authorization email, you can login to Parent Access and view your child's grades and attendance. If you attempt to login before the second email authorization, you will see a message with the student's name saying, "Pending School Authorization."