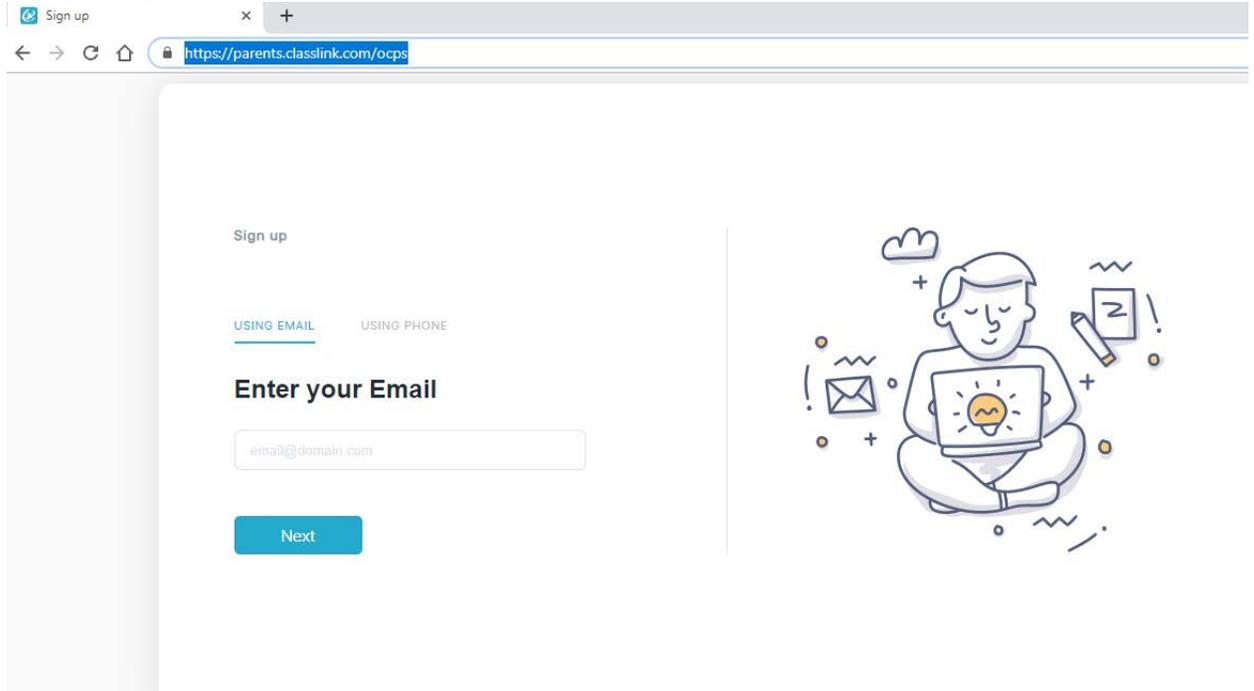# Setting Up Your Parent Classlink Account

(This will give you access to Skyward and your child's Canvas)

1. Using Google Chrome: Go to https://parents.classlink.com/ocps

2. You will need to select to Sign up with either "Using Email" or "Using Phone" – the Email or Phone number you will need to use is the one the school has on file. Click wither "Using Email" or "Using Phone" enter that email or phone # and click next. (Honestly, I would try phone first because our phone numbers usually don't change, emails do.)

3. Next, the email or phone number you entered is the one your school has on file, you will be asked to Enter your Password. Create a password and enter it into the space on the screen and click Login.

Enter your Password

••••••••

[Login]

Send One-time
Password

Forgot Password?

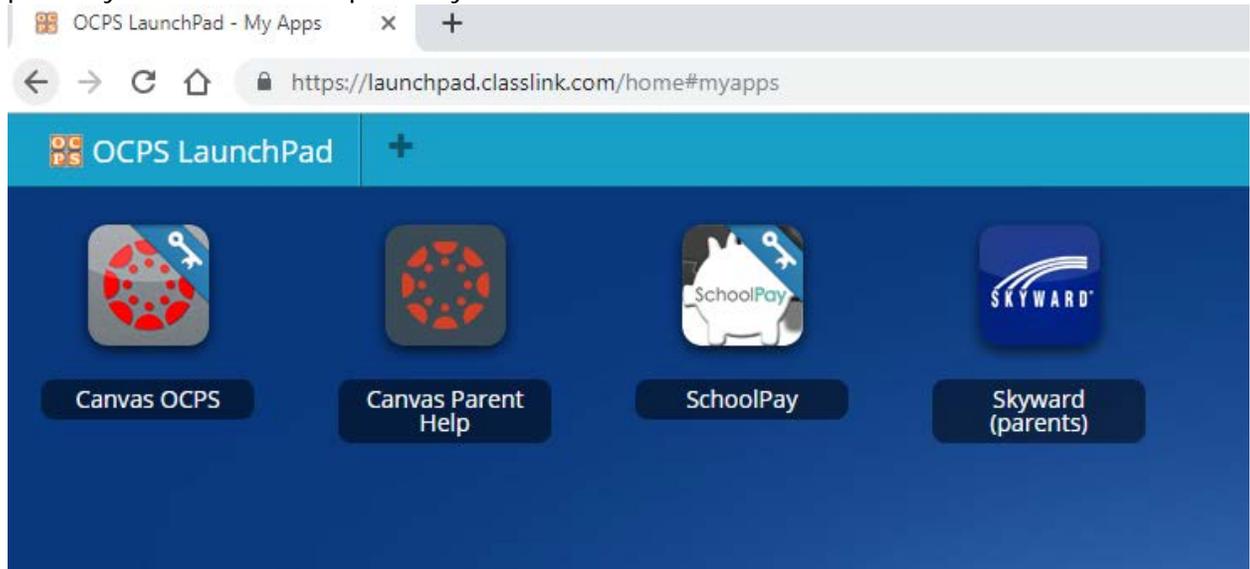4. Now, if your number or email is not the one in the system, you will be re-directed with below image. This could mean a few things:
   a. That the number or email you input is not the one that is attached to your student and is not the one in our Student Management System. You will need to contact the school and update your information. Once your information is updated, you will need to wait 24-48 hours to be able to successfully log in. Be patient and try again.
   b. That you just registered. It takes 24-48 hours from the time you register for your profile to be set up in Skyward. So be patient and try after the 48 hour mark. If it is still not working after 48 hours, please contact your school.

STEP 2

Verify your unique code provided by your school

Registration code

5. You will then get a "Please wait" message. This process takes just a few seconds so wait patiently. OCPS will then open for you.

6. The next thing you will need to do is set up your Sign In Options. Click the AVATAR at the right top of the screen. (Your AVATAR may look different, so don't worry.)
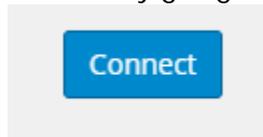

7. Now, click the My Profile Button.

8. The My Profile screen will open, now click on Sign-in Options.

9. You will now want to CONNECT using a Google Gmail Account. If you don't have G-Mail it is free by going to gmail.com. Click the CONNECT button across from Google Account.

10. Follow the onscreen instructions. Once you have connected you will see a SUCCESS! pop up.

Success

You may now login on your next visit with this button

11. Close out of this pop-up window and to confirm your account has been connected you will see that is show a green Connected button under Google Account.
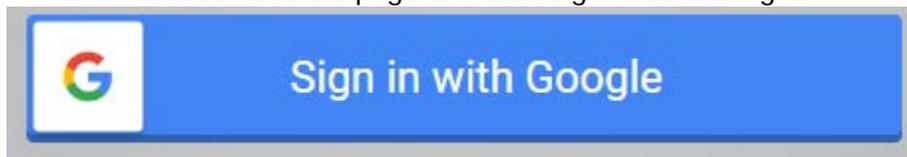
G Google
Connected

12. Next you will close out of the My Profile screen by clicking the grey X in the right hand corner.

13. From now on when you want to access Launchpad, you go to Launchpad.ocps.net.

OCPS

Sign in to LaunchPad

Username

Password

14. Scroll of the bottom of the page and click Sign in with Google.

G Sign in with Google

15. Follow the onscreen directions and your Parent Launchpad will open.