

# Creating a Parent Backpack Account

You will need an email address to create an account. You can obtain a free email account at Outlook.com, Google (Gmail), etc.

Go to the <https://parents.gcsbackpack.com>. You will see this screen.

If you already have a Parent Backpack Account, please proceed to Number 4 to add a Student to your Account.



## Greenville County Schools Backpack for Parents

1. A screenshot of the 'Sign In' and 'First Time Here?' sections of the website. The 'Sign In' section has fields for 'Email/Username' and 'Password', each with a 'Need help?' link and a 'Show' button. The 'First Time Here?' section has buttons for 'I'm a Student' and 'I'm a Parent \*'. A speech bubble points to the 'I'm a Parent \*' button with the text: 'Click on this button to create your account'.

2. You will see the Sign Up for Parent Account.

Enter your primary email address for your backpack sign in.

A screenshot of the sign-up form. It includes an 'Email' field, a 'Password' field with a 'Show' button, and a list of password requirements: 'One lowercase character', 'One number', 'Ten characters minimum', 'One uppercase character', 'One special character', and 'No three or more repeated characters'. Two speech bubbles provide instructions: one points to the email field saying 'You enter your email address', and another points to the password requirements saying 'You will need to create a 10 character password following the rules listed.'

### Parent Information

#### Full Name

(Legal) First

Legal First Name

Last

Last Name

Middle

Middle Name (Optional)

Fill in your name and click the Create My Parent Account button

You will be required to click on the link in the verification email being sent to you after clicking 'create my Parent account' below. You will not be able to sign in until you've confirmed your email address.

Cancel

Create My Parent Account

3. You will receive an email to verify the account.



backpack for parents

Hi [Name]

Thanks for signing up for backpack. Get started by activating your account using the link below:




Click on the button to activate your Account.

Backpack provides parents and guardians of students a way to view their students' information, manage contact and address information, help apply their student(s) to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.) and more. To learn more, visit [parents.gcsbackpack.com](http://parents.gcsbackpack.com).

Be sure to hold onto this email as a reference to the information you provided at sign up in case you ever forget your email used at sign up.

It will take you back to the log in screen. Use your email and password that you created above to log in.

4. You can now link your students to your account by clicking on My Students  My Students (you will need your Student's ID Number).

5. Once on My Students screen, click  Fill in your Student's information, click



If your information is correct, you will receive this message.

#### Request to Add a Current Greenville County Schools Student

Your student request has been successfully submitted to the administrative clerk at your student's school for review.

#### What's next?

You will now need to visit your student's school to verify your identity and/or proof of custody as a parent guardian or non custodial guardian for the student. You must bring at least one of the following to verify your identity:

- State/County issued birth certificate
- Government Issued Photo ID
- Divorce/Separation Documents (if applicable)

This will direct you to go to your Student's school and what documentation that you will need to bring to set up your Decision Maker/Parent Account for your Student.

If you have any questions or concerns, please contact your School.

Good Luck and Have a Great School Year!