

## How to create a parent account:

- Go to [duvalschools.org](http://duvalschools.org)
- Popular Links
- Focus
- Parents, guardians
- I don't have a DCPS account
- Enter the code, click next
- Enter parents first name
- Enter parents last name
- Enter parents email
- Enter phone number
- Click same as mobile
- Click NA
- Enter your address
- Click next
- Create a password that contains
  - Between 8 and 16 characters
  - One upper case letter
  - One lower case letter
  - One number
  - One special character
- Choose three different questions and provide three different answers.
- Click next
- If you already have a DCPS student:
  - Find the school that the student is currently attending
  - Enter student number
  - Enter last name
  - Click add
  - Click submit
- If the student is a new student:
  - Find the word Applicants
  - Enter student number
  - Enter last name
  - Click add
- Click next
- Scroll all the way down and click on the I agree box
- Click next
- You will receive an email. Click on the email validation link.

If your student is in a DCPS school contact the school and request to be linked to your account. If your student is a new student email, fax or deliver 2 proofs of address to the School Choice Office, 4037 Boulevard Center Dr, Jacksonville, FL, 32207; [school\\_choice@duvalschools.org](mailto:school_choice@duvalschools.org); fax: 904-390-2070

