

## Sign up for Active Parent

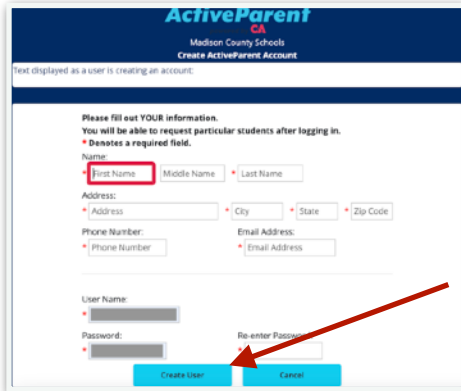
This guide outlines the steps to create an Active Parent account. If you already have an account and know your login details, proceed to the section '**Existing ActiveParent Users**' to add more children.

### Create an account:

- Navigate to [madison.activeparent.net](http://madison.activeparent.net) in a web browser.
- Click Create an Account.

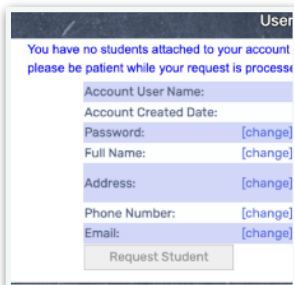


- Enter the required information and click Create User.
- Please use your email address as your User Name.

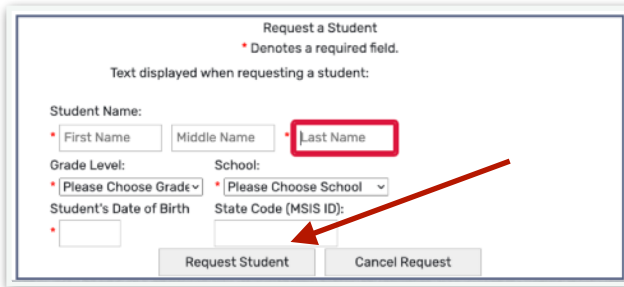


### Request connection to your student:

- Click Login Now. If prompted, enter your username and password.
- Click Request Student under your account information.



- Enter the required information.
- Click Request Student.



Request a Student  
• Denotes a required field.

Text displayed when requesting a student:

Student Name:  
• First Name Middle Name • Last Name

Grade Level: School:  
• Please Choose Grade • Please Choose School

Student's Date of Birth State Code (MSIS ID):  
•

Request Student Cancel Request

Your student should be connected to your account within a few business days. (Newly registered kindergarten students may not be connected until the summer when student data is entered)

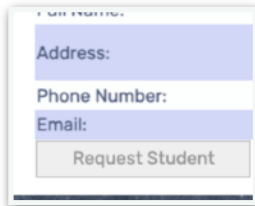
### Existing ActiveParent Users:

- Navigate to [madison.activeparent.net](http://madison.activeparent.net) in a web browser.
- Enter your user name and password and click login.
- Click the gear icon in the upper left.



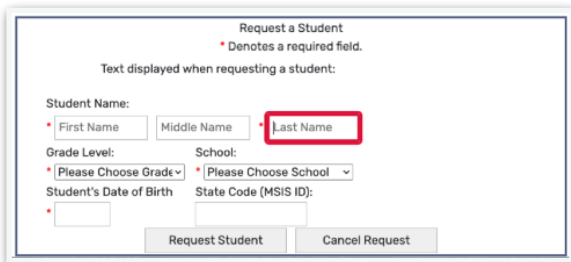
### Request connection to your student:

- Click Request Student under your account information.



Address:  
Phone Number:  
Email:  
Request Student

- Enter the required information.



Request a Student  
• Denotes a required field.

Text displayed when requesting a student:

Student Name:  
• First Name Middle Name • Last Name

Grade Level: School:  
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