

# Virtual Registration and Welcome to the Nest Instructions

To participate in Virtual Registration Day, parents must:

1. Have an active Parent Portal on myStudent
2. Have a major credit card available to pay student fees online.



## **Step 1: Create a myStudent account, sign documents, and complete emergency information.**

Already a myStudent user? Do you have a myStudent Parent Portal account already? If yes, complete the emergency information and sign the legal documents then skip this step and proceed to Step 2.

To create a myStudent Parent Portal Account:

1. Navigate to Pasco County Schools Website at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)
2. Click on the "Parents" tab
3. Click the green box labeled "Check Grades/Attendance."
4. Click the yellow link to create a new Parent Portal.
5. Be sure to complete this process by 5:00pm on August 15, 2020 to be able to participate in the Virtual Registration Day.

## **Step 2: Paying student fees**

There is a link in the messages section of the home page. Click on the text "Pay Student Fees" to initiate the process. Activate your Parent Portal Account by selecting "Activate Account" on the screen. Enter the email address associated with your myStudent account and select "Send Email" which generates an email to activate the account. Go to your email and select the link. Continue by creating a password. Once this is completed, you will be able to see the school fees based on your student's courses and any other fees needed.

## **Step 3: Retrieving my child's schedule**

After paying fees, return to the myStudent home page. Complete the steps below to view the student schedule.

1. Open the "My Child Tab" on the left side of the screen.
2. Open the "Class Schedule" tab in the box that opens to the right.
3. The classes listed are the current schedule for your child.
4. These courses are connected to the fees that you have paid.
5. There is a way to print the schedule at the bottom of the screen.

**NOTE: Schedules COULD change prior to the start of the school year as we balance and level classes.**