

Horace Mann Elementary

Information you will need to sign up for Parent Access



e-mail address				
Password				
Students' school				
Parent name				
Parent phone				
	Student 1	Student 2	Student 3	Student 4
Student name				
Student Id (issued by district)				
Student Zip				
Student Birthdate				
Born in US (y/n)				
Last 4 digits SSN				
State STN*				

* If your students' SSN is not on file with the school district you will have to go to your students' school (office) to obtain their State STN – picture id will be required to obtain this information.

SmartWeb Parent Access

(New - Parents who have never registered before)

1. Go to www.okcps.org and click on the SmartWeb Parent Access Portal on the right hand side under Quick Clicks

2. Click on the “Register Me” box.

3. Select the school site of your eldest OKCPS enrolled student and click “continue”.

4. Please follow the onscreen instructions for filling out the parent information – read the Terms of Service Policy – check the “I have read and agree to accept the Terms of Service”, then click “I accept”

5. Please follow the onscreen instructions for adding your students. Make sure you add all of your students before clicking “Confirm Registration”.
Note: Only one of your students must be from the school you selected in the previous step.

6. A page will display indicating your name, userid (which is your e-mail address), password, and the students you registered – please print this page and keep in a safe place. **You will be notified by e-mail when the schools have approved your student for access, this will usually take place within 4-5 school days.**

7. To access your students information repeat step 1 then enter your e-mail address and password and click “Sign In”.

8. Please see the office if you have questions or comments.

