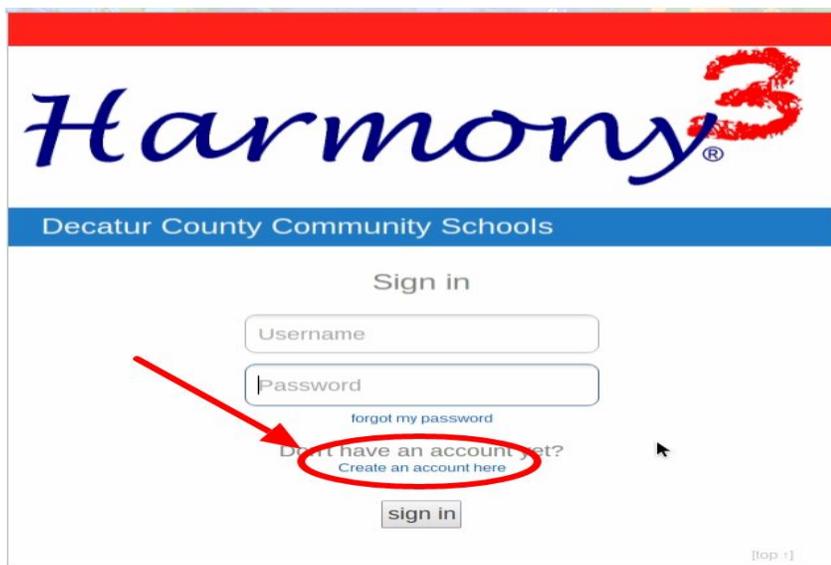
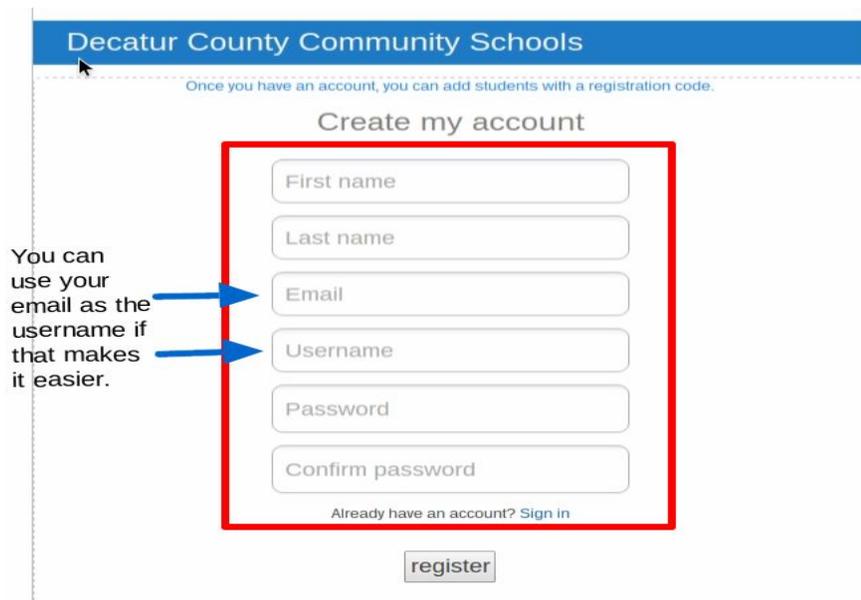


## How to Create a Harmony Family Access Account

- In your browser, type in <https://harmony.decaturco.k12.in.us/familyaccess.nsf/hello.xsp> (or click this link). *You can also find the link on our webpages under the “Students & Parents” tab.*
- The website should look like this:

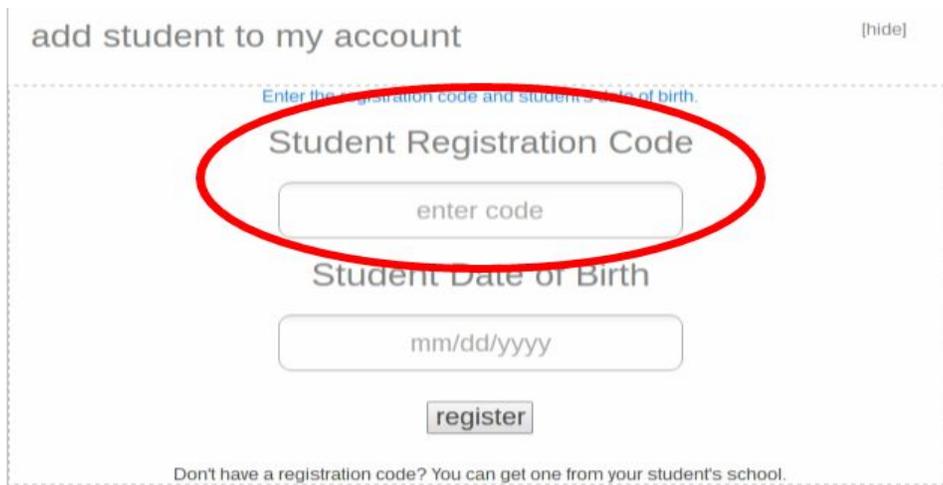


- You might already have a username and password in the boxes. **These are no longer the correct ones and will not work.** You must click on “Create an account here” as shown in the picture.
- Once you’ve clicked it, your screen should look like this:



- Fill out all the information as it pertains to YOU, **the parent**. Also use the email to which you’d like notifications sent. You will need to choose a different username than your student.
  - It might be a good idea to just use your email as your username. It’s easier to remember.

- Once all that is filled out, click “register”. Now your screen should look like this:



add student to my account [hide]

Enter the registration code and student date of birth.

**Student Registration Code**

enter code

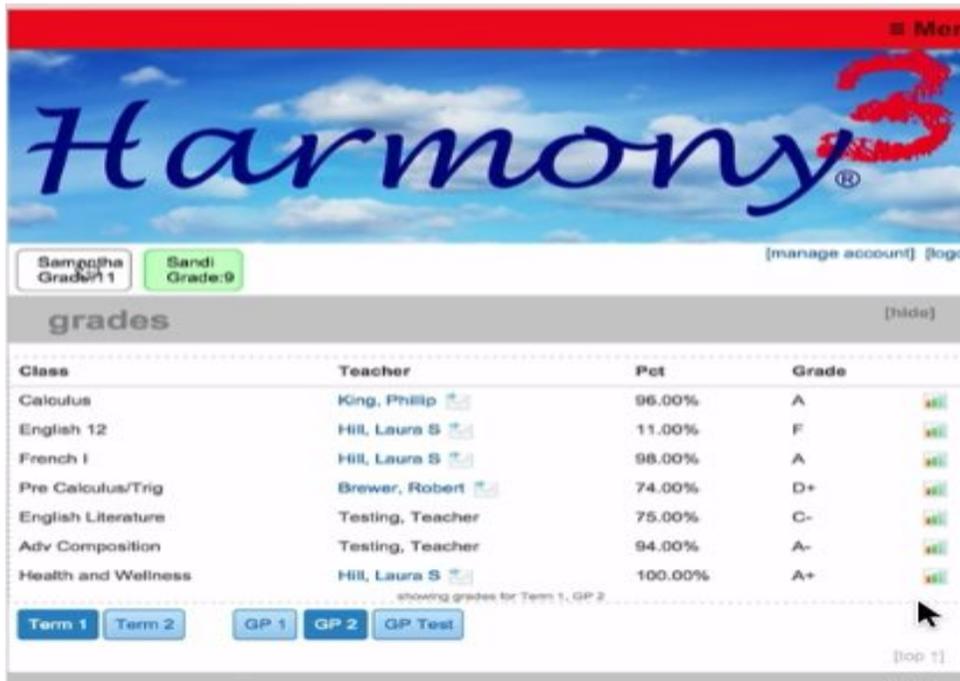
**Student Date of Birth**

mm/dd/yyyy

register

Don't have a registration code? You can get one from your student's school.

- This is where you will need the Parent/Guardian WebCode. This was emailed earlier in the year but if you don't have it, don't worry! Just contact the school and they can find the code for you.
  - It is case sensitive so be sure to have the right letters capitalized if that's what it calls for.
- In the box for “Student Date of Birth”, be sure to put all four digits of the birth year (ex: 2004 instead of 04).
- Click “register”.
- Your screen will still look the one above with one slight change. There should be a green box in the upper left-hand corner of the screen that has the student's name and current grade.



Samantha Grade:11 Sandi Grade:9 [manage account] [logout]

grades [hide]

Class	Teacher	Pct	Grade
Calculus	King, Phillip	96.00%	A
English 12	Hill, Laura S	11.00%	F
French I	Hill, Laura S	98.00%	A
Pre Calculus/Trig	Brewer, Robert	74.00%	D+
English Literature	Testing, Teacher	75.00%	C-
Adv Composition	Testing, Teacher	94.00%	A-
Health and Wellness	Hill, Laura S	100.00%	A+

showing grades for Term 1, GP 2

Term 1 Term 2 GP 1 GP 2 GP Test [top 1]

- If you click on that green box, you will be able to see all of the student information (grades, attendance, lunch account, etc.)
- If you would like to add another student to this same account, all you need to do is click on “manage account” in the upper right-hand of the screen (just below the big red and blue Harmony 3 banner). This will give you the “Student Registration Code” and “Student Date of Birth” boxes again. You do not have to create an entirely new account for another child.

- Once you have done this, you will have multiple boxes across the top so that you can view different children's accounts more easily.



