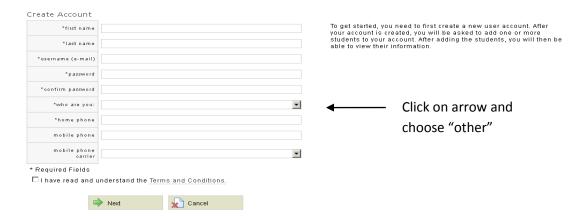
Steps on how to create an eSembler account and link a student.

- 1. Type in the following url: https://grades.pasco.k12.fl.us
 - a. Note: You can get to that site from the Pasco web site: http://www.pasco.k12.fl.us/
 Then Click on employees (top of screen) and select Gradebook (from drop down).
- 2. Once on eSembler front screen, you should see the following:



- 3. Click on the "click here" link within the green box that states "Create New Account"
- 4. The next screen you will see is the "Create Account":



You will need the following information:

Your Pasco email account	"who are you" click on arrow (on right) choose "other"
Your first name, Your last name	set a eSembler password (at least 6 characters)
confirm that new password	work number (do not put in home number)

^{***}Once you have read the "Terms and Conditions" you can click the box and then save button.

- 5. You will get an email, to your Pasco email account, to confirm who you are and there will be a link to click on that brings you back to eSembler. This is to confirm your identity and ensure the security of the system.
- 6. Now you can start to add students to your account by clicking the "Add Student" button. Once you do, the "Add Student" screen will appear:



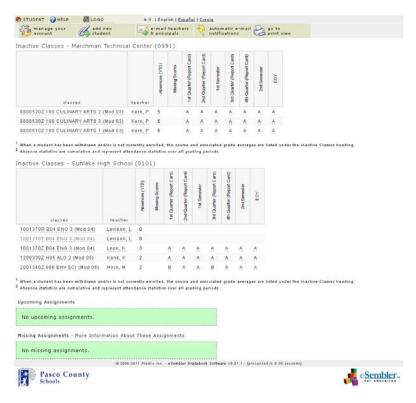
You will need the following information:

Student ID	Student First Name
Student last name	Student SSN (last 4 digits)
Student date of birth	Student Zip Code

^{**}Note: This has to be the same data that is currently on TERMS.

Once done filling in the student information you will click the "Add Student" button. Repeat step 6, until you have added all your students. You can always go back and add more students at a different session.

7. If you have successful added the student, you will get the following information on that student:



8. A helpful tip is to click on the button "automatic e-mail notifications". You set your notifications for each student to aid in managing their assignments, grades, etc.

