

Parental Access to SPAN

This application process is only for parents, who wish to have their own SPAN account. Parent SPAN account information never changes unless initiated by the parent. Parents may use their child's SPAN account if they wish. Students received their username and password on September 16th.

How to Access SPAN

- (1st) Go to wcpss.net and type in SPAN in the search engine.
- (2nd) Currently the 2nd link that is generated from the search engine is the SPAN link: [WCPSS: SPAN](#). After you click on [WCPSS: SPAN](#), you are at the Student/Parent Access Network (SPAN) page.
- (3rd) The forms are available online on the Right side of the Student/Parent Access Network (SPAN) page. Click on the form you need and then please fill out the form.

Completion of SPAN Form

A parent has two separate options concerning completing a SPAN Form.

(1st) Click on [Parent Access Form \(Photo ID\)](#) if you wish to bring your SPAN Form to the Main Office. If you decide to bring the form to the Main Office, you must present current ID to one of the secretaries in the Main Office.

(2nd) Click on [Parent Access Form \(Notary Public\)](#) if you wish to get the SPAN Form notarized and mail the form into the school.

After the Main Office has received your form, in approximately seven days you will be notified via email when the account is active. In addition, the notification email will have a document attached called, "Student/Parent Access Network (SPAN) Frequently Asked Questions." Please save this document for future reference.

Accessing SPAN for the first time

(1st) Once a parent has his or her username and password, the parent must go to wcpss.net to access SPAN. If a parent has not saved the SPAN link as a favorite, please follow the same directions as above concerning going to wcpss.net and then typing in SPAN in the search engine.

(2nd) Currently the 2nd link that is generated from the search engine is the SPAN link: [WCPSS: SPAN](#). After you click on [WCPSS: SPAN](#), you are at the Student/Parent Access Network (SPAN) page.

(3rd) The access point for SPAN is on the Right side of the Student/Parent Access Network (SPAN) page called, "[Accessing the SPAN](#)".

(4th) After you click on the "[Accessing the SPAN](#)" link, you are at the SPAN login page. On the SPAN login page, there are directions for first time users. Please read these directions.

(5th) Then type into the correct field your User Name and Password.

Contacting Technical Support for Assistance

Please contact Technical Support if you have any further questions.

(1st) Contact Technical Support by going to wcpss.net and then typing in SPAN in the search engine.

(2nd) Currently the 2nd link that is generated from the search engine is the SPAN link: [WCPSS: SPAN](#). After you click on [WCPSS: SPAN](#), you are at the Student/Parent Access Network (SPAN) page.

(3rd) The access point for SPAN is on the Right side of the Student/Parent Access Network (SPAN) page called, "[Accessing the SPAN](#)".

(4th) After you click on the "[Accessing the SPAN](#)" link, you are at the SPAN login page.

(5th) On the Left side of the SPAN login page, you will find the link called, "Technical Support." After you click on the "Technical Support" link, you are at the SPAN Support Page.

(6th) Please fill out all the fields and then click on the "Submit Request" button. After Technical Support has received your request, your request will be answered via email in ten business/school days or less.

School Initiated SPAN Password Changes

Parent SPAN account information never changes unless initiated by the parent or if there is a problem with the account. The school changes Student SPAN account passwords at the beginning of the school year and before registration in late February.

Thank you.