

Parent Not Employed by District

Have the following information ready:

Information (provided to the school)
Primary email address
First and last name
Student birthdate
Student first and last name
Student ID (or lunch ID)
Zip code of home address

NOTE: this must match the information provided to district during enrollment

Go to:

<https://willis.tx01.teams360.net/selfserve/parent>

Read the directions carefully and click the **Register** button at the bottom of the page. Complete the fields and click **Submit**.

Return to the site above and click on the **Sign-In** button at the bottom of the page. Use the credentials obtained from the process above to login. Select your student on the My Students Tab. Select the tab(s) that you wish to view.

Parent Employed by District

Go to:

<https://willis.tx01.teams360.net/selfserve/parent>

Click on the **Sign-In** button at the bottom of the page. Use your district TEAMS credentials to log in. Select your student on the My Students Tab. Select the tab(s) that you wish to view.

Frequently Asked Questions

Q - I am a parent and when I try to login it says I'm not authorized OR you can login, however you don't see all of your children

- A - Contact the campus(es) to make sure:
1. The name you are using to create the account matches your student(s) contact information. Example: If your name is Samantha but you go by Sam or Sammie, you must select one name to go on the student(s) contact record.
 2. Verify SSN match
 3. Ensure you are marked as a Parent/Guardian

Q - I am an employee and I can't login to my Parent Self-Serve.

A - Most likely you will need to reset your network login password

Q - I am an employee and I can't see all of my children in PSS.

A - Login into TEAMS and under "All About Me" login Employee Service Center. Contact the registrar at your child's school and request they change your contact information to match what is listed in HR.