



Instructions for creating a ParentAccess Account September 2013

Follow the Instructions on this sheet to create a login and view your student's classroom progress.

Step 1: How to create your account

Go to the Parent Access website and select your school district from the list.

The screenshot shows the ParentAccess website interface. At the top, there is a header with the ProgressBook ParentAccess logo and a home icon labeled "Northmor Local". Below the header, there are two main sections: "Sign In" and "Sign Up". The "Sign In" section has fields for "User name:" and "Password:", a "Remember me" checkbox, and a "Sign on" button. The "Sign Up" section has a "Create an account" button. There are also links for "Can't access your account?" and "Not your district?". Two callout boxes with arrows point to the "Not your district?" link and the "Create an account" button.

If you selected the wrong district, click here to return to the list of schools

The first time you enter the website, you will need to click here to create your account

Step 2: Select Parent as the type of account to create (if you are a Parent pick Parent, if you are a student, pick Student)

Select the type of account you would like to create:



Parent

A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

Start



Student

A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

Start

Cancel

Step 3: Complete the Parent/Student Information

Registration

1 Profile 2 Account 3 Student

Parent Information

First Name:

Middle Name:

Last Name:

Email:

Re-enter Email:

Continue →

Cancel

All fields (except middle name) are required. Please remember the email address you sign up with.

Step 4: Continue the Registration

Registration

1 Profile 2 Account 3 Student

Account Information

User name:

Password:

Re-enter Password:

Continue →

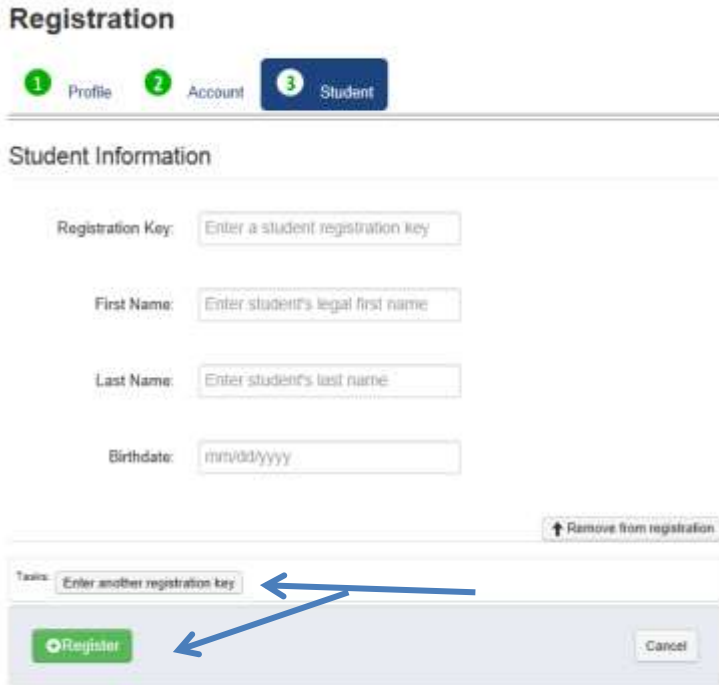
Cancel

User name—Must be between 6 and 50 characters.

Password—must contain at least 1 letter, 1 number, and be between 8-50 characters. It is CASE SENSITIVE and cannot match the username

REMEMBER YOUR USERNAME AND PASSWORD. YOU WILL NEED THIS INFORMATION TO LOGIN TO PARENTACCESS!

Step 5: Continue Account Registration

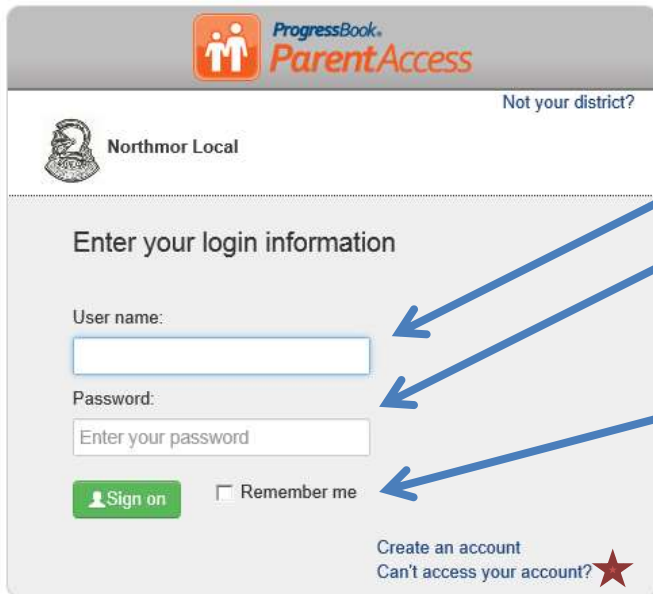


The registration form is titled "Registration" and has three steps: 1 Profile, 2 Account, and 3 Student. The "Student Information" section includes fields for "Registration Key", "First Name", "Last Name", and "Birthdate". Below these fields is a "Remove from registration" button. At the bottom, there is a "Tasks" section with a field for "Enter another registration key", a "Register" button, and a "Cancel" button. Blue arrows point from the "Register" button and the "Enter another registration key" field to the text box on the right.

This information can be found on your Parent /Student Access letter. All information (Registration Key and First and Last name of your student) must be entered ***EXACTLY*** as shown. Enter birthdate as MM/DD/YYYY

Parents: If you only have one student click REGISTER. If you have more children to add, click on “Enter another registration key” and complete the required information for your next student (or you can do this later). When you are finished adding students, click REGISTER. **Students:** You can ONLY add yourself; student accounts cannot link other students to them.

Step 6: Login to Progressbook



The login form is for "ProgressBook Parent Access" and is for "Northmor Local". It includes a "Not your district?" link. The main section is titled "Enter your login information" and contains fields for "User name:" and "Password:". Below the password field is a "Remember me" checkbox and a "Sign on" button. At the bottom, there are links for "Create an account" and "Can't access your account?". Blue arrows point from the "Remember me" checkbox, the "User name:" field, and the "Password:" field to the text box on the right.

Enter your USERNAME

Enter your PASSWORD

You can click on “Remember me” to have your username always appear the next time you log in.

Helpful Hints:

Passwords & Usernames

The parent now manages and creates their own account. If you can't access your account after you registered, return to the login page and click on the "Can't access your account?" link, shown above by the star. **YOU CANNOT RETRIEVE YOUR ACCOUNT INFORMATION FROM YOUR SCHOOL.** After clicking on the "Can't access your account?" you will see the choices below:

What do you need help with?

I forgot my password

I forgot my user name

My account has been locked

Parents also manage their student accounts. Parents can reset their student's password by clicking the "Manage Students" link shown below by the star. You can also create student accounts or register additional students here.

The "I forgot my password" link will send an email to your email account you used at registration. The email link will be active for 10 minutes.

The "I forgot my username" will send an email containing your username to the email account you used at registration.

The "My account has been locked" option tells you the account is locked. It will unlock after 10 minutes. This is to protect your account.

The Parent Access screen is shown below. If you have more than one student you have registered, you can toggle between students with the Student tabs at the bottom of the screen.

The screenshot displays the Parent Access interface for a student named JORDAN. The interface includes a navigation menu on the left with a red star next to the 'Manage Students' link. The main content area is divided into four sections: Grades, Homework, Assignments, and Daily Attendance. The Grades section shows a table of courses and grades. The Assignments section shows a table of assignments and marks. The Homework and Daily Attendance sections show summary information. At the bottom, there are tabs for 'JORDAN' and 'JORDAN'.

Course	Grade	Ass. Of
READING 8	77.75 C	May 17
ENGLISH 8	80.00 B	May 17
SOCIAL STUDIES 8	89.43 B	May 19
JH ALGEBRA	93.00 D	May 14
JH COMPUTER APPLICATIONS	86.25 A	May 9
SCIENCE 8	81.00 C	May 8
ART 8	1.25 E	Apr 29

Date	Assignment	Mark
May 17	Class Project	100

Date	Assignment	Mark
May 17	Reading New Words in Context - TE	2008

Category	Count
TARD	0
ABSE	5
LEFT RETURNED	1