
ProgressBook Beta ParentAccess User Guide



ProgressBook Beta ParentAccess User Guide

(This document is current for ProgressBook v13.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook Beta ParentAccess User Guide* have been made.

| Product Version | Heading | Page | Reason |
|------------------------|----------------|-------------|---------------|
| 13.0 | N/A | N/A | New guide. |

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Welcome to ProgressBook Beta ParentAccess

Beta ParentAccess enables parents and students to view select GradeBook information. On the Beta ParentAccess Home screen, parents can quickly view a summary of their child's Grades, Homework, Assignments and Daily Attendance with links to more detailed information. On the left side of the screen, a navigational panel displays with links to Student Information and Family Information. The Student Information section provides links to Attendance, Grades, Assignments, Homework, Schedule and Report Card screens. The information displays in read-only format. Teachers have access to view the same information, so they can see exactly what parents see for each student. The Family Information section allows parents to manage user accounts by changing passwords, linking children and creating students' accounts for their children.

The screenshot shows the Beta ParentAccess Home Page for Rydell High School. The page is titled "Summary for Coco Parry" and features a left-hand navigation menu. The menu is divided into two sections: "Student Information Links" and "Family Information Links". The "Student Information Links" section includes links for Home, Attendance, Grades, Assignments, Homework, Schedule, and Report Card. The "Family Information Links" section includes links for Change Password, Link Children, and Create Student Accounts. The main content area displays four sections: Grades, Homework, Assignments, and Daily Attendance. The Grades section shows a table with columns for Course, Grade, and % Off. The Homework section shows a table with columns for Course, Reading, and Homework Details. The Assignments section shows a table with columns for Date, Assignment, and Marks. The Daily Attendance section shows a table with columns for Period, Student, and Attendance Details.

| Course | Grade | % Off |
|--------------------|---------|--------|
| Physical Education | 90.00 A | 0/100% |
| Visual Studies | 90.00 A | 0/100% |
| Science | 90.00 A | 0/100% |
| Reading - Gr 9 | 90.00 A | 0/100% |
| Math - Gr 9 | 90.00 A | 0/100% |

| Course | Reading - Gr 9 | Homework Details |
|----------------|----------------|------------------|
| Reading - Gr 9 | 100% | |

| Date | Assignment | Marks |
|-------|------------------------------|-------|
| Aug 1 | Chapter Test | 100% |
| | Apply lesson using 100% | 100% |
| | Write math facts for 100% | 100% |
| | Understand concepts for 100% | 100% |
| | Overall Grade (avg) | 100% |

| Period | Student | Attendance Details |
|----------|---------|--------------------|
| Period 1 | Lady J | Attendance |
| Period 2 | Lady J | Attendance |
| Period 3 | Lady J | Attendance |

Beta ParentAccess Home Page

Select a District and Create an Account

In order to create your user account, you must first select the school district your child attends.

1. On the District Selection screen, select your child's **school district**.

Note: Once you selected your child's school district, the system will remember the last school district you accessed, so you do not have to select a district each time.

The Beta ParentAccess login screen displays.

Note: If you selected the wrong district, click *Not your district?* to return to the District Selection screen.



Change School Districts

2. On the login screen, click **Create an account**.

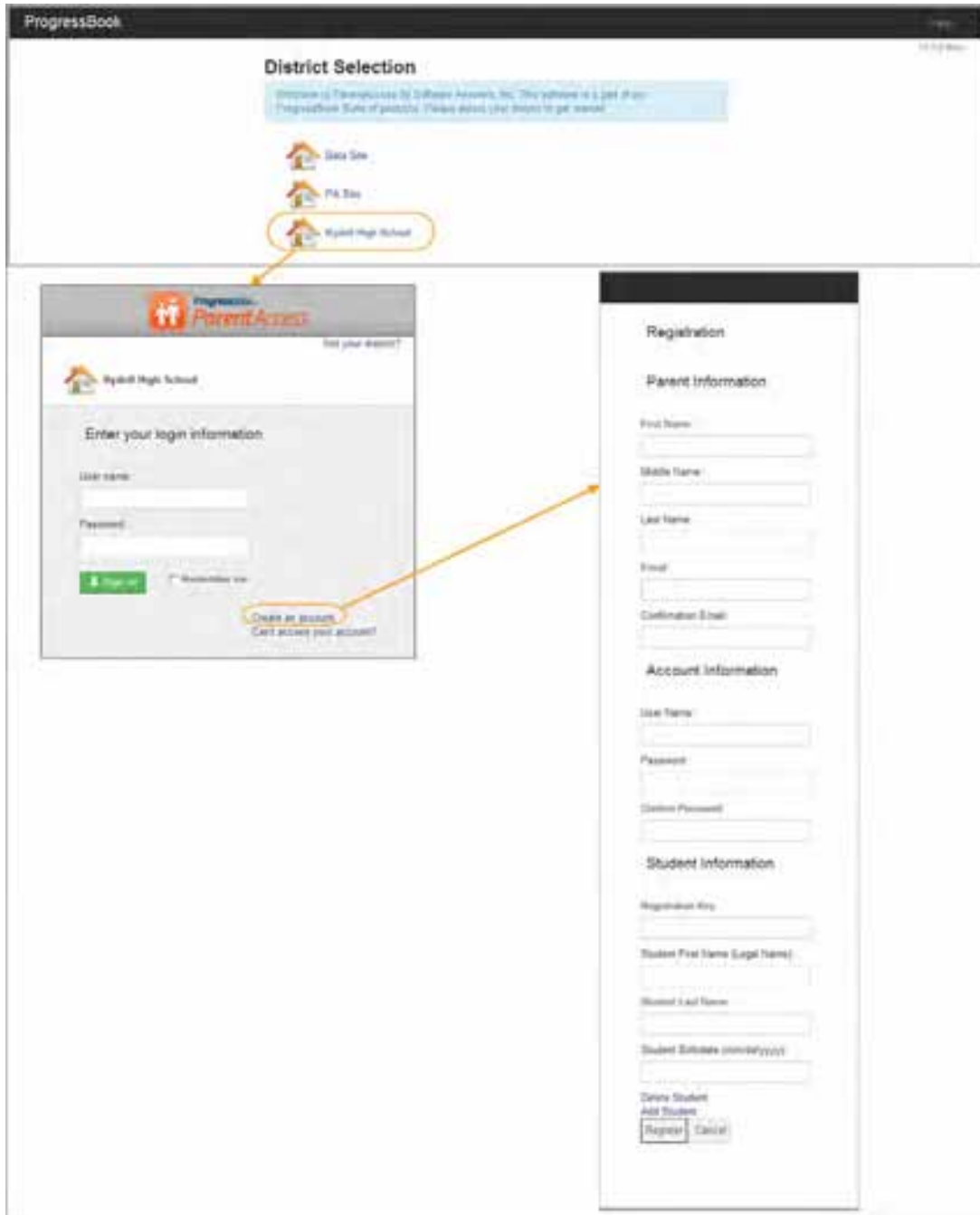
Note: If you accidentally clicked *Create an account*, you can return to the login screen by clicking *Cancel* at the bottom of the screen.

The Registration screen displays.

3. On the Registration screen, enter the following **information**:
 - Parent Information Section:
 - First Name (required)
 - Middle Name (optional)
 - Last Name (required)
 - Email (required)
 - Confirmation Email (required)

Note: Currently, you cannot change your email address in Beta ParentAccess. It is recommended that you register an email address that is not affiliated with a job, group, association, etc.

- Account Information Section:
 - **User Name** - Only letters and numbers and 6 to 50 characters
 - **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
 - **Confirm Password** - Must match password
- Student Information Section:
 - **Registration Key** - Provided by your child's school district, not case sensitive
 - **Student First Name (Legal Name)** - Do not use nicknames
 - Student Last Name
 - Student Birthdate (mm/dd/yyyy)



Select a District and Enter Account Information

4. If you have more than one child attending the school district, perform **step 5 through step 10**. If you only have one child attending the school district, proceed to **step 11**.
5. Click **Add Student**.
6. In the Registration Key field, enter the **registration key** supplied by your child's school district.
7. In the Student First Name (Legal Name) field, enter your child's **first name**.
8. In the Student Last Name field, enter your child's **last name**.

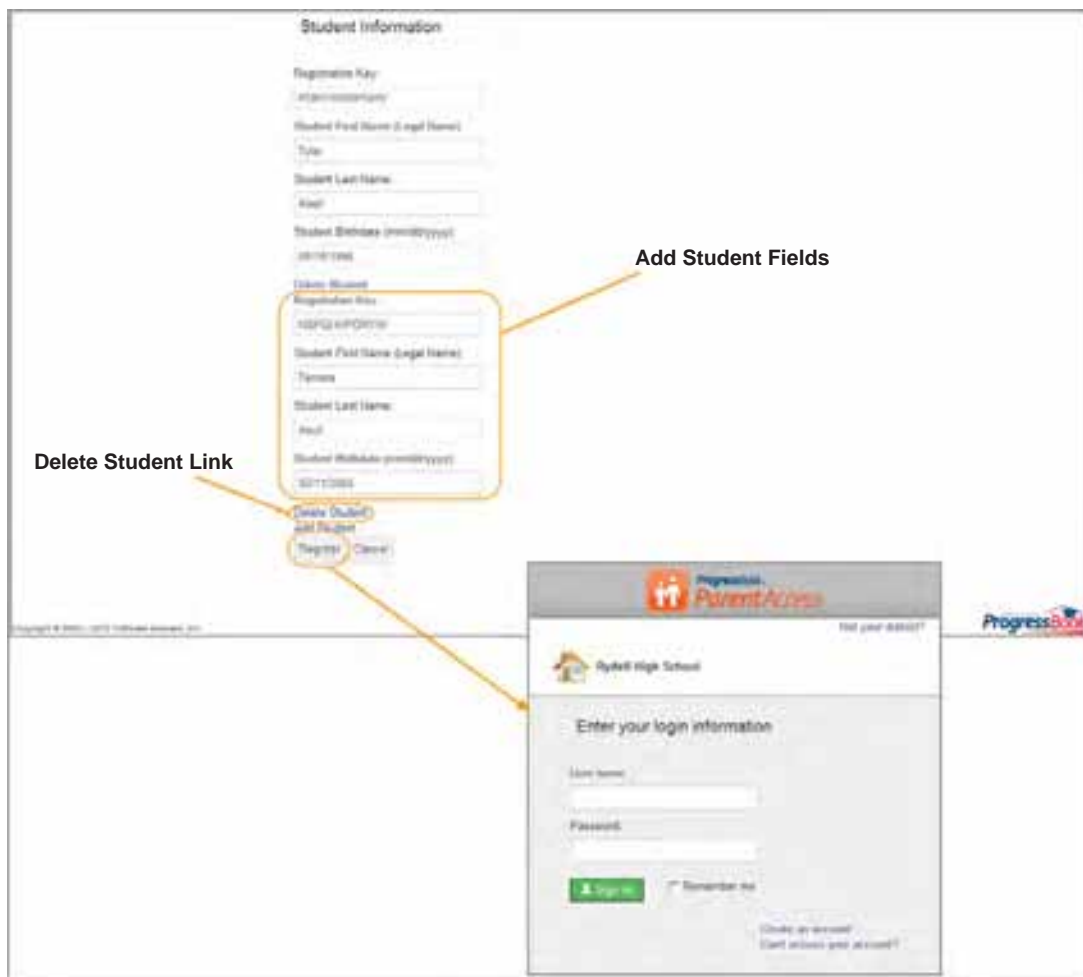
9. In the Student Birthdate (mm/dd/yyyy) field, enter your child's **birthdate**.
10. If you need to add additional students, perform **step 5 through step 9**.

Note: You can also link children to your account after it is created. See “Link a Child.”

Note: If you accidentally added a child, you can click Delete Student to remove the child.

11. When finished, click **Register**.

The login screen displays.



Add Children and Register an Account

Log In to Beta ParentAccess

In order to log in to Beta ParentAccess, you must first create your Beta ParentAccess account. See “Select a District and Create an Account.”

Note: You can bookmark the login screen in your browser's Favorites for ease of access.

1. On the login screen in the User name field, enter your **user name**.

Note: If you cannot remember your user name, click *Can't access your account?*. See "Access a User Name."

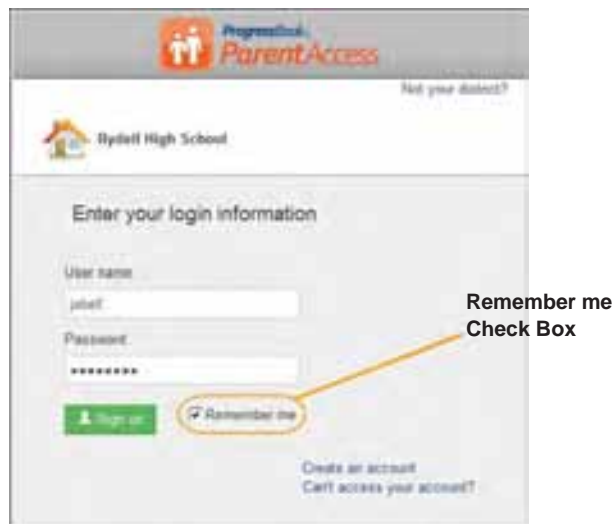
2. In the Password field, enter your **password**.

Note: If you cannot remember your password, click *Can't access your account?*. See "Reset a Password."

Note: You can select the check box next to *Remember me*, and the system will automatically populate your user name the next time you access Beta ParentAccess.

3. Click **Sign on**.

Note: If your account is locked, click *Can't access your account?*. See "Access a Locked Account."



Login Screen

Reset a Password

If you forgot your password, the system can send you instructions to your registered email account on how to reset your password.

1. On the login screen, click **Can't access your account?**.
2. On the ProgressBook screen, select the **I forgot my password** option.
3. In the Please enter username field, enter your **user name**.

4. Click **Continue**.

The message “An email has been sent with instructions on how to reset your password” displays.



Forgot a Password Procedure

5. Go to your email **account**, open the **email** and click the **link** to reset your password.

Note: The reset password link is only valid for 10 minutes. If you click the link after it has expired, the system sends you to a screen with a Reset Password link, which requires you to perform step 2 through step 8.

6. On the ProgressBook screen in the New Password field, enter your new **password**.

7. In the Confirm New Password field, enter your new **password** again.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

8. Click **Reset Password**.

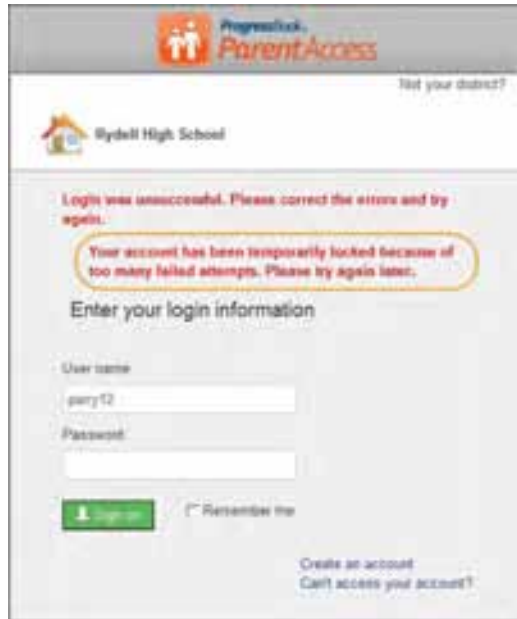


Access a User Name Procedure

Access a Locked Account

If you are unsuccessful after 10 attempts to log in to your account, the system will automatically lock your account for 10 minutes.

Note: Locking your account after too many attempts is for security reasons.



Message on Login Screen for Locked Accounts

You can access the same information about locked accounts by performing the following:

1. On the login screen, click **Can't access your account?**.
2. On the screen, select My account has been locked.

A message displays stating that your account is locked temporarily and will be available soon.



Locked Account Information

Navigate Beta ParentAccess Web Site

The opening screen of the Beta ParentAccess Web Site provides a summary of your child's progress, which is divided into Grades, Homework, Assignments and Daily Attendance sections.

Note: To view detailed information for any of these sections, click the details link at the bottom of each section.

On the left side of the screen, there is a navigational area, which is divided into Student Information and Family Information sections. This navigational area remains visible as you navigate through Beta ParentAccess, and the link to the screen you are viewing displays with a dark blue background to easily distinguish it from the other links.

The Student Information section provides links to detailed information on your child's progress for Attendance, Grades, Assignments, Homework, Schedule and Report Card. The Family Information section provides links to manage your password, link your children and create student accounts for your children.

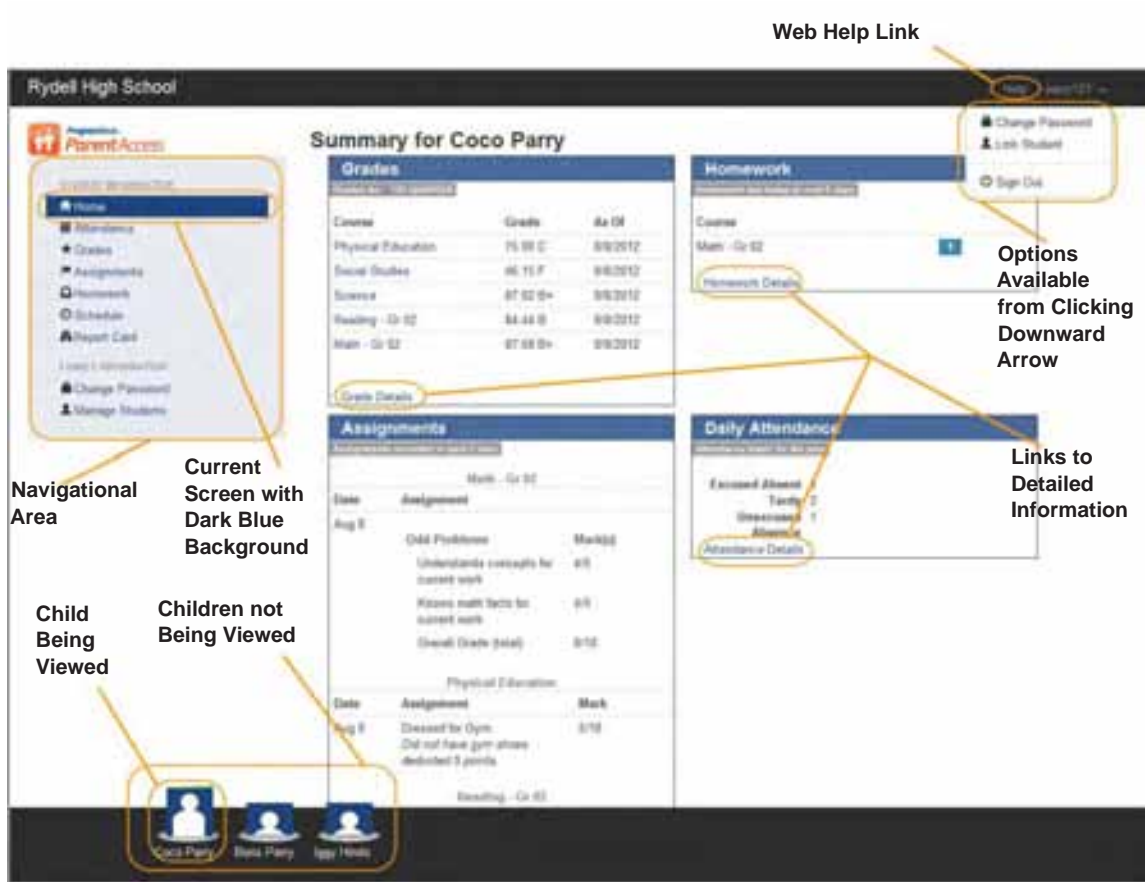
At the bottom of the screen, students associated with your account that you either added while registering (See "Select a District and Create an Account.") or linked later to your account appear.

Note: The child you are viewing displays popped up with a green highlight, and the child/children that you are not viewing displays/display partially hidden.

Note: When viewing screens in the Family Information section, students associated with your account do not appear at the bottom of the screen.

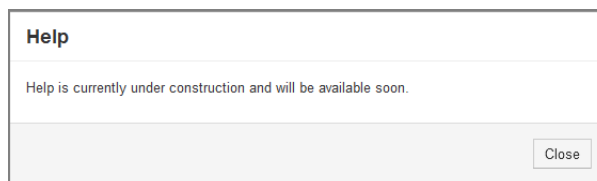
At the top of the screen to the right of your user name, there is a downward arrow. When you click the arrow, you have the ability to change your password, link a student to your account or sign out.

At the top of the screen to the left of your user name, there is a Help link, which provides online Web Help to Beta ParentAccess users.



Navigate Beta ParentAccess

Note: For the Beta ParentAccess v13.0 release, Help is not available, but it will be available in future beta releases.



Help Under Construction Message

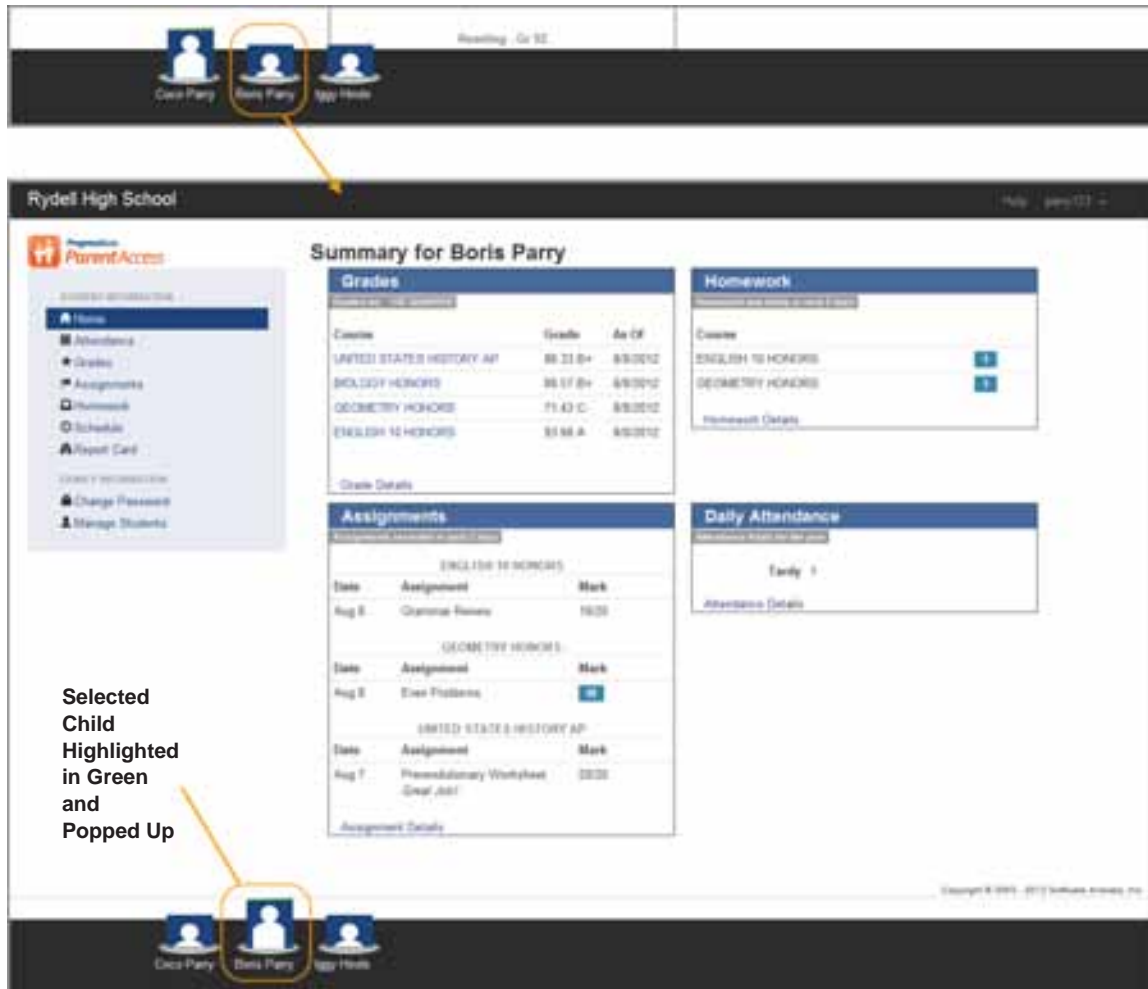
View Another Child

You can easily select another child from any Student Information screen to view his/her progress. At the bottom of a Student Information screen in the child selector area, click on the child's name. The screen updates to display that child's information.

Note: The child selector at the bottom of the screen will only appear on the Student Information screens.

Note: The selected child displays as popped up with a green background.

Note: The system will remain on the same screen when you select a different child.



Switching Between Students

Sign Out of Beta ParentAccess

It is recommended that you sign out of your Beta ParentAccess account when you are finished viewing your child's/children's information.

1. From any Beta ParentAccess screen at the top of the screen, click the **downward arrow** to the right of your user name.
2. Click **Sign Out**.

The system returns to the login screen, and you are signed out of Beta ParentAccess.

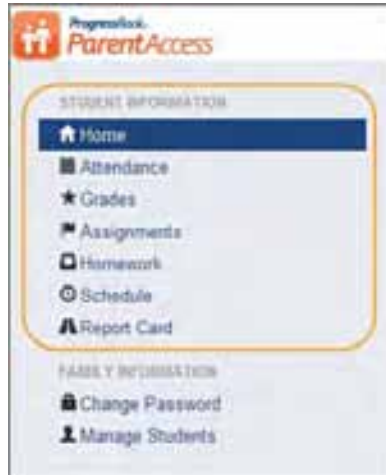


Sign Out of Beta ParentAccess

Student Information

The Student Information section allows you to view your child's information. The screens available for viewing are as follows:

- **Home Screen** – Provides a summary of your child's progress including sections for Grades for the current reporting period, Homework due today or within the next 2 days, Assignments recorded in the past 2 days and Daily Attendance totals for the year. See *"Home Screen."*
- **Attendance Screen** – Provides detailed information about your child's attendance including Date, Absence Type, Reason, if a reason was entered, Attendance Comments, if a comment was entered, and Arrival and Dismissal Times, if they exist. The information displayed is live from your child's school district's student information system. The default view is by date for the entire school year. You can also view attendance by reporting period. See *"Attendance Screen."*
- **Grades Screen** – Provides detailed information about your child's grades for a reporting period including Course, Grade and As Of date. The courses are links, so you can easily navigate to your child's assignments for that course. See *"Grades Screen."*
- **Assignments Screen** – Provides detailed information about your child's assignments for a course. For standards-based (elementary) courses, the default view is by assessment, but you can also view by assignment type and assessment summary. For traditional (high school) courses, the default view is by assignment type, but you can also view by date. At the top of the screen, you can select your child's other courses, and you can select different reporting periods. See *"Assignments Screen."*
- **Homework Screen** – Provides detailed information about your child's homework. The default date range is from today through the next 2 days, but you can change the date range. The default view is by due date, but you can change it to by class. You can also email the teacher from the Homework screen. See *"Homework Screen."*
- **Schedule Screen** – Provides detailed information about your child's schedule. The default view is for the current day, but you can change the date. You can also email the teacher from the Schedule screen. See *"Schedule Screen."*
- **Report Card Screen** – Provides detailed information about your child's report card. It displays your child's grade level, school year and marks for reporting periods. You can change the report card if your school uses more than one report card, such as an interim. See *"Report Card Screen."*



Student Information Section

Home Screen

The Home screen (Summary for “Your Child’s Name” screen) provides a quick summary of your child’s progress including sections for Grades for the current reporting period, Homework due today or within the next 2 days, Assignments recorded in the past 2 days and Daily Attendance totals for the year.



Home Screen (Summary for “Your Child’s Name” Screen)

In the Grades section, you can easily view your child's current grades. You can click on a course's name to view your child's reporting period marks for that course, and you can also click Grade Details to view the Grades screen. On the Home screen, Grades are sorted by As Of date, and courses will not display unless grades have been entered. See "Grades Screen."

Click a course's name to view the course's marks.

Summary for Coco Parry

| Course | Grade | As Of |
|-----------------|----------|----------|
| Social Studies | 90.93 A- | 8/1/2012 |
| Science | 90.19 A- | 8/1/2012 |
| Reading - Gr 12 | 83.91 B | 8/1/2012 |
| Math - Gr 12 | 86.78 B+ | 8/1/2012 |

Assignments

Math - Gr 12

| Date | Assignment | Marks |
|--------|---------------------------------------|-------|
| Aug 13 | Worksheet 23 | 14/15 |
| | Overall Grade (Total) | 14/15 |
| | Understands concepts for current work | 5/5 |
| | Knows math facts for current work | 5/5 |
| | Applied problem solving skills | 4/5 |

Grades

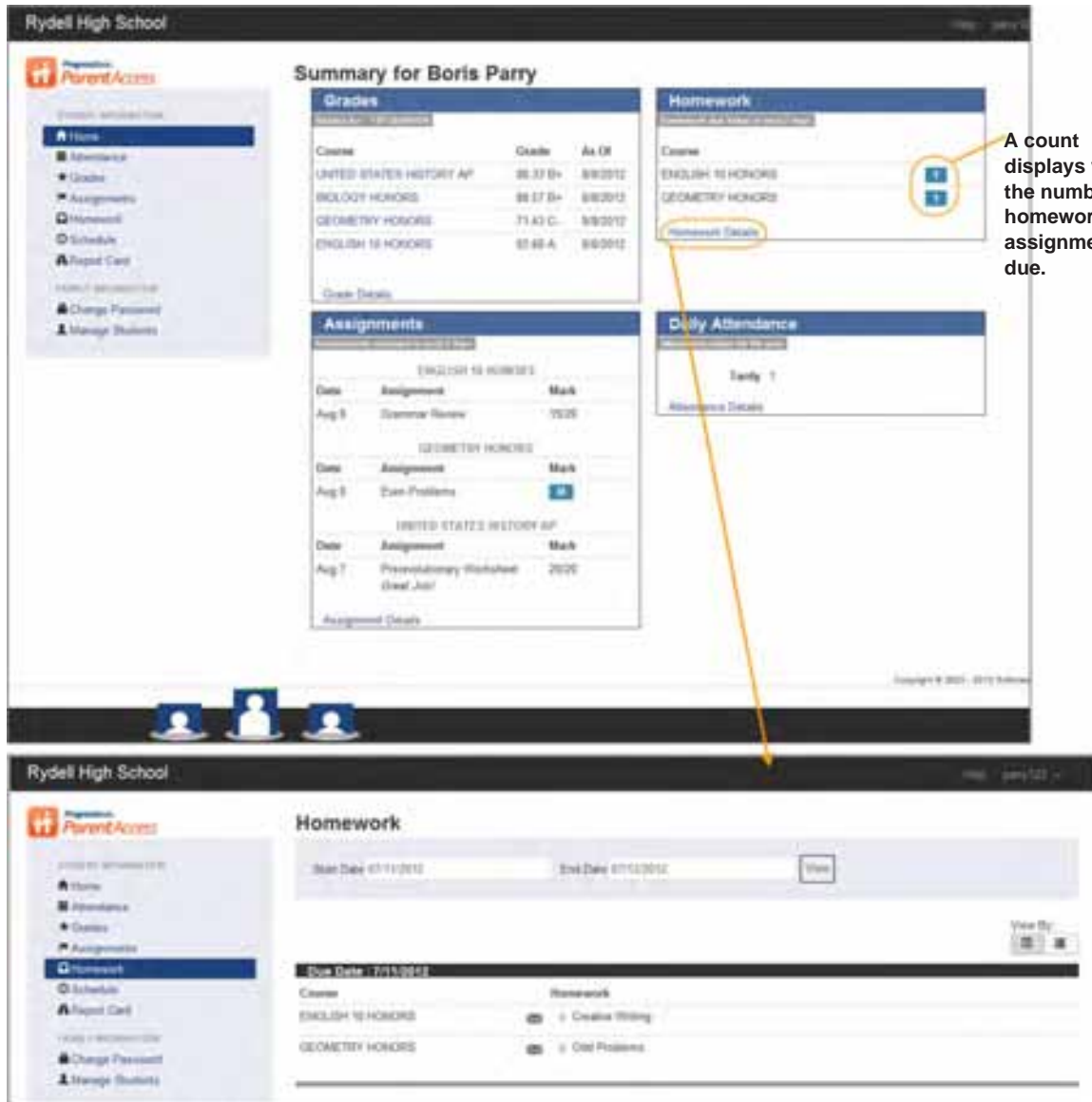
1ST QUARTER 2ND QUARTER 3RD QUARTER 4TH QUARTER

Mar 23 - Jul 31 : Coco

| Course | Grade | As Of |
|-----------------|----------|----------|
| Math - Gr 12 | 86.78 B+ | 8/1/2012 |
| Reading - Gr 12 | 83.91 B | 8/1/2012 |
| Science | 90.19 A- | 8/1/2012 |
| Social Studies | 90.93 A- | 8/1/2012 |

Home Screen Grades Section

In the Homework section, you can easily view your child's homework for today and the next 2 days. A count of the number of items due displays next to the Course name. You can also click Homework Details to view the Homework screen. See "Homework Screen."



A count displays with the number of homework assignments due.

Home Screen Homework Section

In the Assignments section, you can easily view your child’s assignments that were recorded within the past 2 days. The assignments are grouped by course. Courses are displayed alphabetically, and assignments are arranged by date. You can also click Assignment Details to view the Assignments screen. See “Assignments Screen.”

Rydell High School

ParentAccess

Summary for Coco Parry

Grades

| Course | Grade | As Of |
|-----------------|----------|----------|
| Social Studies | 90.00 A- | 8/1/2012 |
| Science | 90.00 A- | 8/1/2012 |
| Reading - Gr 02 | 83.81 B | 8/1/2012 |
| Math - Gr 02 | | 8/1/2012 |

Homework

Course: Math - Gr 02

Assignments

Math - Gr 02

| Date | Assignment | Mark(s) |
|--------|---------------------------------------|---------|
| Aug 11 | Worksheet 22 | 14/15 |
| | Overall Grade Total: | 14/15 |
| | Understands concepts for current work | 85 |
| | Knows math facts for current work | 85 |
| | Applies problem solving skills | 85 |

Daily Attendance

Excess Absent: 1
Tardy: 2
Unexcused: 1

Rydell High School

ParentAccess

Assignments

Math - Gr 02 | Reading - Gr 02 | Science | Social Studies

Math - Gr 02 : Coco

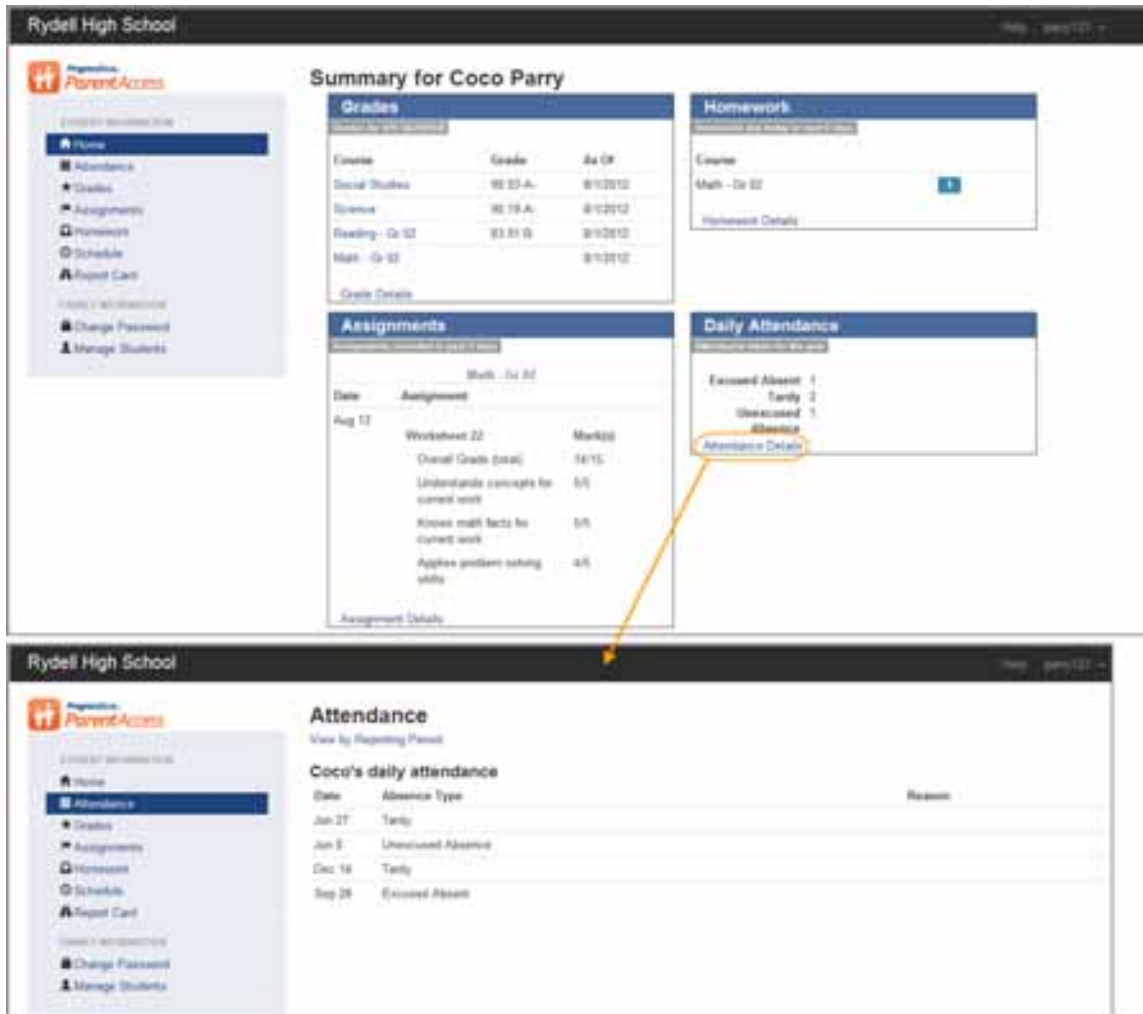
Mark:

Overall Grade

| Date | Assignment | Mark | Info |
|--------|---------------|----------------|------|
| Jun 5 | Odd Problems | 14/15 (93.33%) | |
| Jun 5 | Even Problems | 9/10 (90%) | |
| Jun 13 | Odd Problems | 14/15 (93.33%) | |

Home Screen Assignments Section

In the Daily Attendance section, you can easily view your child's Daily Attendance for the year. You can also click Attendance Details to view the Attendance screen. See "Attendance Screen."



Home Screen Daily Attendance Section

Attendance Screen

The Attendance screen provides detailed information about your child's attendance including Date, Absence Type, Reason, if a reason was entered, Attendance Comments, if a comment was entered, and Arrival and Dismissal Times, if they exist. The information displayed is live from your child's school district's student information system. The default view is by date for the entire school year. You can also view attendance by reporting period.

Note: The default view for viewing attendance by reporting period is the Summary view.

The top screenshot shows the 'Attendance' page for 'Coco's daily attendance'. The 'View by Reporting Period' link is circled in orange. The table below shows the following data:

| Date | Absence Type | Reason |
|--------|-------------------|--------|
| Jan 27 | Tardy | |
| Jan 9 | Unexcused Absence | |
| Dec 14 | Tardy | |
| Sep 28 | Excused Absent | |

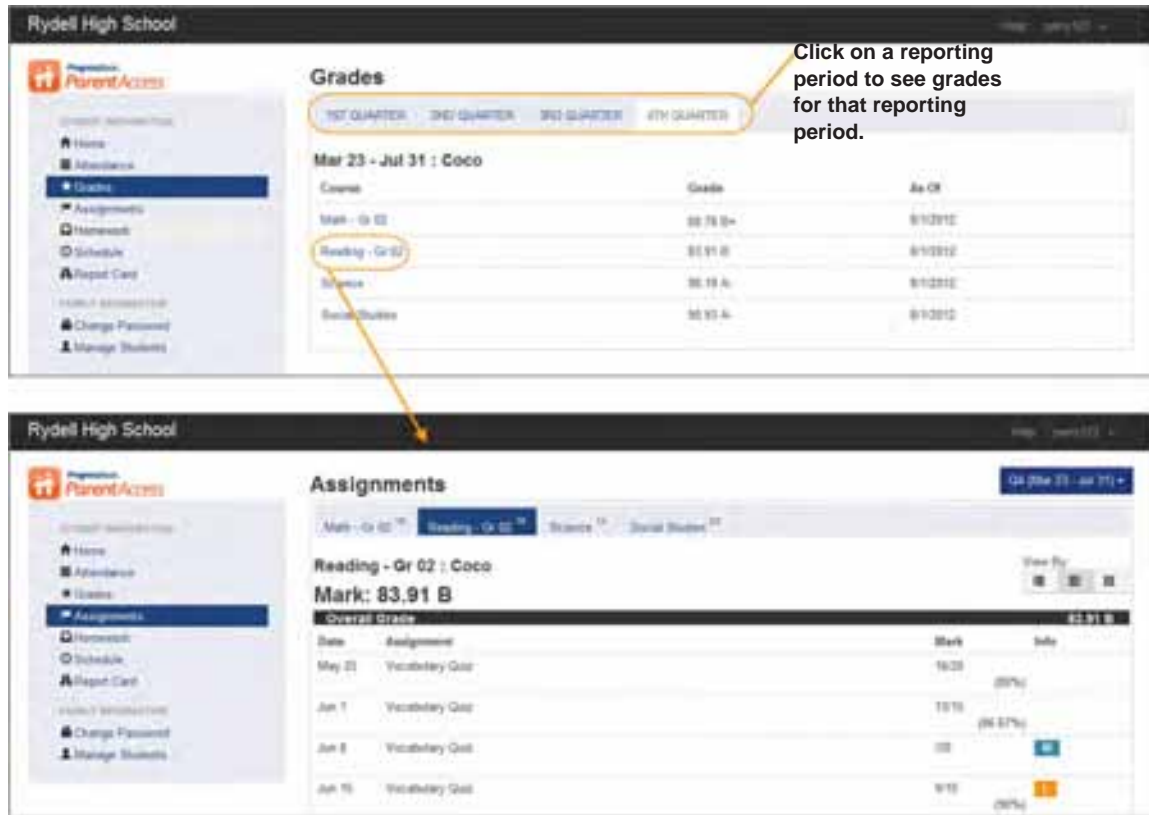
The bottom screenshot shows the 'Attendance' page with a 'View by Date' link circled in orange. Below the link are tabs for '1ST QUARTER', '2ND QUARTER', '3RD QUARTER', '4TH QUARTER', 'Semester1', 'Semester2', 'Semester3', and 'Summary'. A callout box points to the '1ST QUARTER' tab with the text: 'Click on a reporting period to see Daily Attendance for that reporting period.' The table below shows the following data:

| Date | Absence Type | Reason |
|--------|-------------------|--------|
| Jan 27 | Tardy | |
| Jan 9 | Unexcused Absence | |
| Dec 14 | Tardy | |
| Sep 28 | Excused Absent | |

Attendance Screen

Grades Screen

The Grades screen provides detailed information about your child's grades for a reporting period including Course, Grade and As Of date with the courses sorted alphabetically. The courses are links, so you can easily navigate to your child's assignments for that course. See "Assignments Screen." You can also change reporting periods if you want to see your child's grades from a previous reporting period.



Grades Screen

Assignments Screen

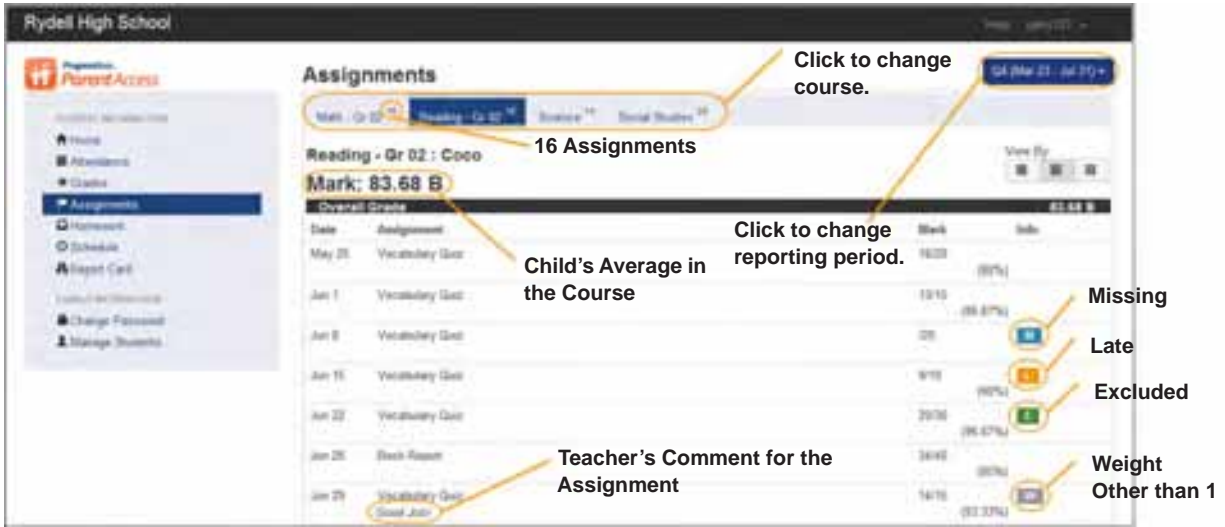
The Assignments screen provides detailed information about your child's assignments and displays your child's average for a course. At the top of the screen, you can select your child's other courses, which display with numbers beside the course name indicating the number of assignments that have been assigned to the course. You can also select different reporting periods.

The following symbols may appear on the Assignments screen:

- **M (blue background)** – The assignment is missing.
- **L (orange background)** – The assignment is late.
- **E (green background)** – The assignment was excluded from student's grade.
- **W (grey background)** – The assignment is weighted to a value other than 1.

Note: You can hover over the weight symbol, and a hover tip will display the amount the assignment is weighted.

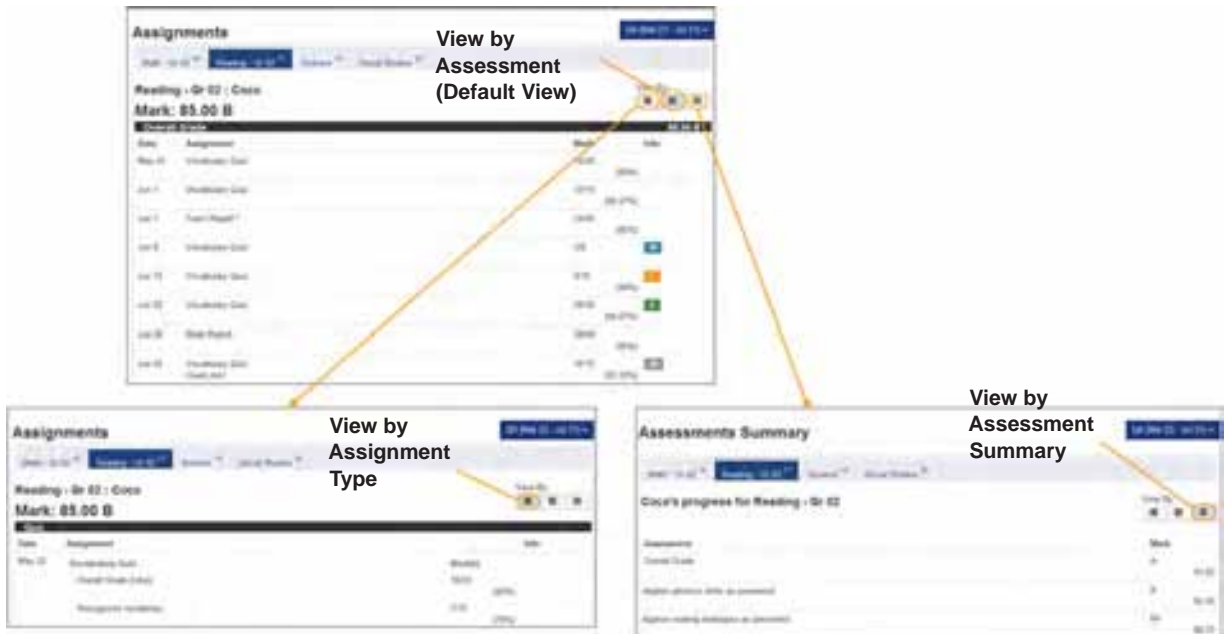
Note: If a teacher entered a comment about the assignment, it displays under the assignment's name.



Assignments Screen

For standards-based (elementary) courses, the default view is by assessment, but you can also view by assignment type and assessments summary.

Note: When viewing by assignment type, assessments for the assignment display indented and underneath the assignment.



Assignments Screen for a Standards-Based (Elementary) Course

Student Information

For traditional (high school) courses, the default view is by assignment type, but you can also view by date.

Note: When viewing by assignment type, the assignment type's weight displays next to the assignment type.

The top screenshot shows the 'Assignments' screen for 'BIOLOGY HONORS : Boris' with a 'Mark: 94.58 A'. It features a 'View By' dropdown menu set to 'Assignment Type'. Below the header, there are two sections: 'Classwork (Weight 1)' and 'Team Project (Weight 3)'. Each section contains a table with columns for 'Date', 'Assignment', 'Mark', and 'Info'. The 'Classwork' table has one row for 'Jun 1 Chapter Review' with a mark of '14/15 (81.25%)'. The 'Team Project' table has one row for 'Jun 1 Team Report' with a mark of '38/40 (95%)'. Annotations with orange arrows point to the 'View By' dropdown and the 'Assignment Type's Weight' text.

The bottom screenshot shows the same 'Assignments' screen but with the 'View By' dropdown set to 'Date'. The table below the header lists assignments by date: 'Jun 1 Chapter Review' with a mark of '14/15 (81.25%)' and 'Jun 1 Team Report' with a mark of '38/40 (95%)'. An annotation with an orange arrow points to the 'View By' dropdown.

Assignments Screen for a Traditional (High School) Course

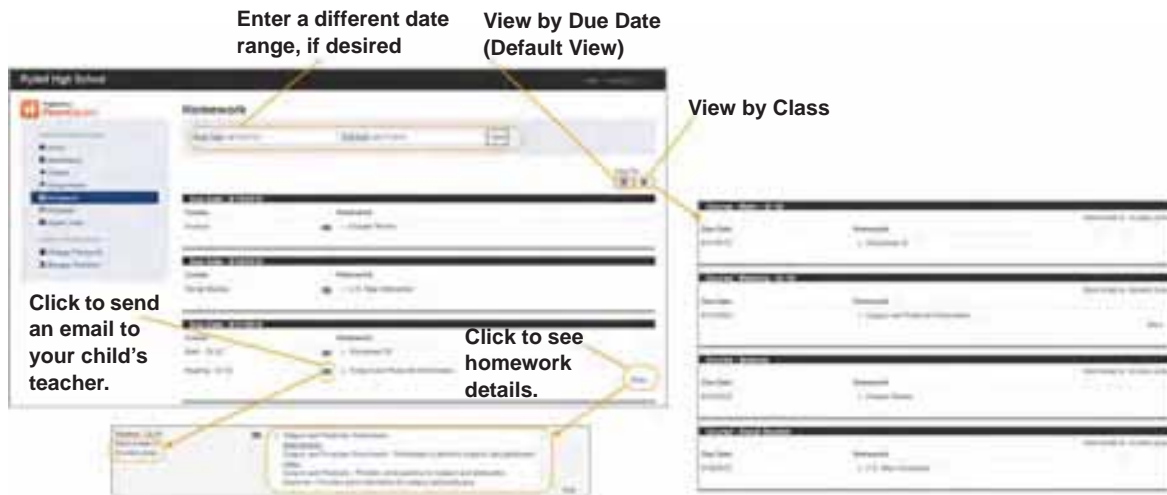
Homework Screen

The Homework screen provides detailed information, such as due date, course name and homework description, about your child's homework. The default date range is from today through the next 2 days, but you can change the date range. The default view is by due date, but you can change it to by class. You can click More... to see additional information posted for the homework, such as a description, attachments and links, if the teacher added the information. You can also email the teacher from the Homework screen.

Note: If you do not enter a valid Start Date or End Date, the system displays error messages.

The screenshot shows the 'Homework' section with two input fields for 'Start Date' and 'End Date'. Both fields are empty and have a red border. Below the 'Start Date' field, the text 'Start Date is required.' is displayed in red. Below the 'End Date' field, the text 'End Date is required.' is displayed in red. To the right of the 'End Date' field is a 'View' button.

Error Messages for Invalid Dates



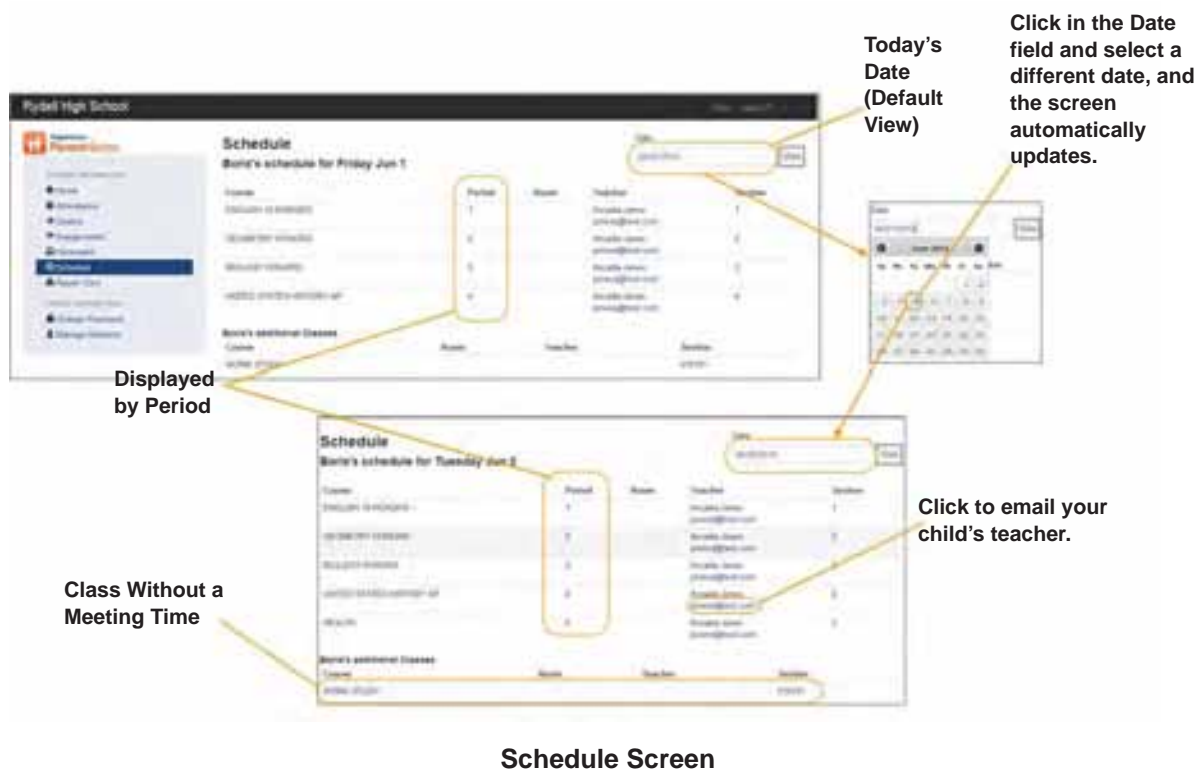
Homework Screen

Schedule Screen

The Schedule screen provides detailed information about your child's schedule, which is displayed by period. The default view is for the current day, but you can change the date, if desired. You can also email the teacher from the Schedule screen.

Note: If you select a date and your child does not have school that day, such as a holiday or weekend, the screen will display "No School today."

Note: At the bottom of the schedule, a separate section will display for classes that do not have meeting times.



Report Card Screen

The Report Card screen provides detailed information about your child's report card. The information displayed is live from your child's school district's student information system. It displays your child's grade level, school year and marks for reporting periods. You can change the report card if your school uses more than one report card, such as an interim.

Report Card

Student: Coco Flary

2nd Grade Report Card

Grade Level: 02
Year: 11/12

English - 02 02

| Assessment | Q1 | Q2 | Q3 | Q4 |
|---|-------|-------|-------|-------|
| Overall Grade | 82.91 | 82.91 | 80 | 80 |
| Applies phonics skills as presented | 80.91 | 80.91 | 91.21 | 91.12 |
| Applies reading strategies as presented | 74.29 | 74.29 | 74.29 | 87.21 |
| Recognizes vocabulary | 88.33 | 88.33 | 90.21 | 94.29 |
| Reads fluently | 88.23 | 88.23 | 92.61 | 93.29 |
| Summarizes comprehension | 80.21 | 82.21 | 84.11 | 86 |
| Applies higher level thinking skills | 82.41 | 84.11 | 86.51 | 88 |

Math - 02 02

| Assessment | Q1 | Q2 | Q3 | Q4 |
|--------------------------------------|--------|-------|-------|-------|
| Overall Grade | 80.87 | 80.87 | 81.9 | 81.83 |
| Understands concepts for second work | 80.87 | 80.87 | 82.23 | 82.37 |
| Knows math facts for second work | 100.87 | 96.87 | 98.23 | 98.37 |
| Applies problem solving skills | 80.87 | 81.83 | 83.21 | 83.89 |

Social Studies

| Assessment | Q1 | Q2 | Q3 | Q4 |
|---|-------|-------|-------|-------|
| Understands different types of studies of | 88.11 | 82.15 | 82.29 | 80.81 |

Science

| Assessment | Q1 | Q2 | Q3 | Q4 |
|---|-------|-------|-------|-------|
| Understands different types of studies of | 88.91 | 82.21 | 84.23 | 86.18 |

Click to select a different report card.

Child's Grade Level and the School Year

Report Card Screen

This page intentionally left blank.

Family Information

The Family Information section allows parents to manage their Beta ParentAccess accounts and create their child's/children's Beta ParentAccess accounts. The screens available are as follows:

- **Change Password** – Provides users with the ability to change their passwords.
- **Manage Students** – Provides parents with the ability to link a child/children to their account and create a student account for their child/children.



Family Information Section

Change Password Screen

You can change your Beta ParentAccess password by performing the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Change Password**.
2. On the Change Password screen in the Current Password field, enter your **current password**.
3. In the New Password field, enter your **new password**.
4. In the Confirm New Password field, re-enter your **new password**.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

5. Click **Change Password**.

The message “Your password has been changed.” displays.

Note: If you enter your current password incorrectly, the message “Your current password was entered incorrectly. Please try again.” displays.

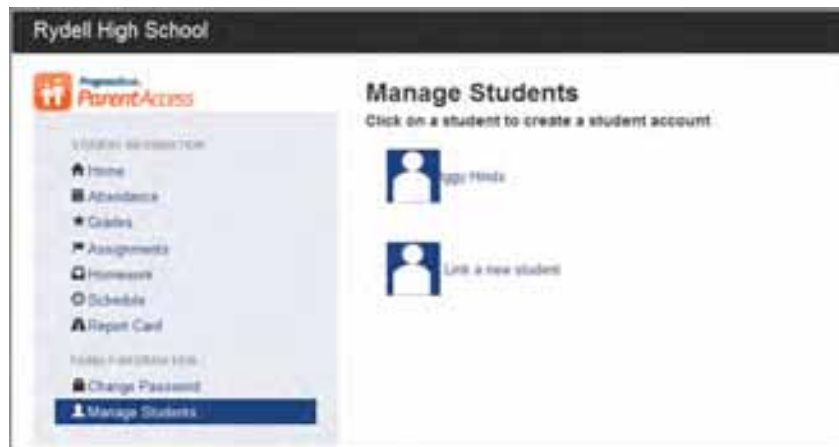
Note: If you enter your new password incorrectly, the message “Passwords do not match” displays.



Change Password Procedure

Manage Students Screen

On the Manage Students screen, parents can link children to their Beta ParentAccess account and create a student account for their child/children.



Manage Students Screen

Link a Child

When you link a child to your Beta ParentAccess account, the system allows you to view the child's information. To link a child, perform the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Manage Students**.
2. On the Manage Students screen, click **Link a new student**.
3. On the Link Student screen in the Student First Name field, enter your child's **first name**.

Note: Do not use nicknames in the Student First Name field; you must use a legal first name.

4. In the Student Last Name field, enter your child's **last name**.
5. In the Student Date of Birth field, enter your child's **birthdate**.
6. In the Registration Key field, enter the **registration key** supplied by your child's school district.
7. Click **Link Student**.

The message "The student has been successfully linked to your account." displays.

Note: If you enter your child's information incorrectly, the message "The attempt to link a student to your account was unsuccessful. Please correct the errors and try again. The student information entered does not match the registration key you provided." displays.

8. If you need to link additional children, perform step 1 through step 7 until all your children are linked.



Link a Child Procedure

Create a Student Account

When you create a student account for your child, the system allows your child to view his/her information. To create a student account for your child, perform the following steps:

1. On the left side of the screen in the navigational area under Family Information, click **Manage Students**.
2. On the Manage Students screen, click **your child's name**.
3. On the Create Student Account For "Child's First Name" screen in the Student Username field, enter your **child's user name**.

Note: User names must be letters and numbers with 6 to 50 characters.

4. In the Student Password field, enter your **child's password**.
5. In the Student Password Confirmation field, re-enter your **child's password**.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

6. In the Student Email field, which is optional, enter your **child's email**.

Note: You cannot use your email account for your child. All email accounts must be unique.

Note: You do not have to enter an email address for your child; however, if your child forgets his/her password, he/she will not be able to reset his/her forgotten password.

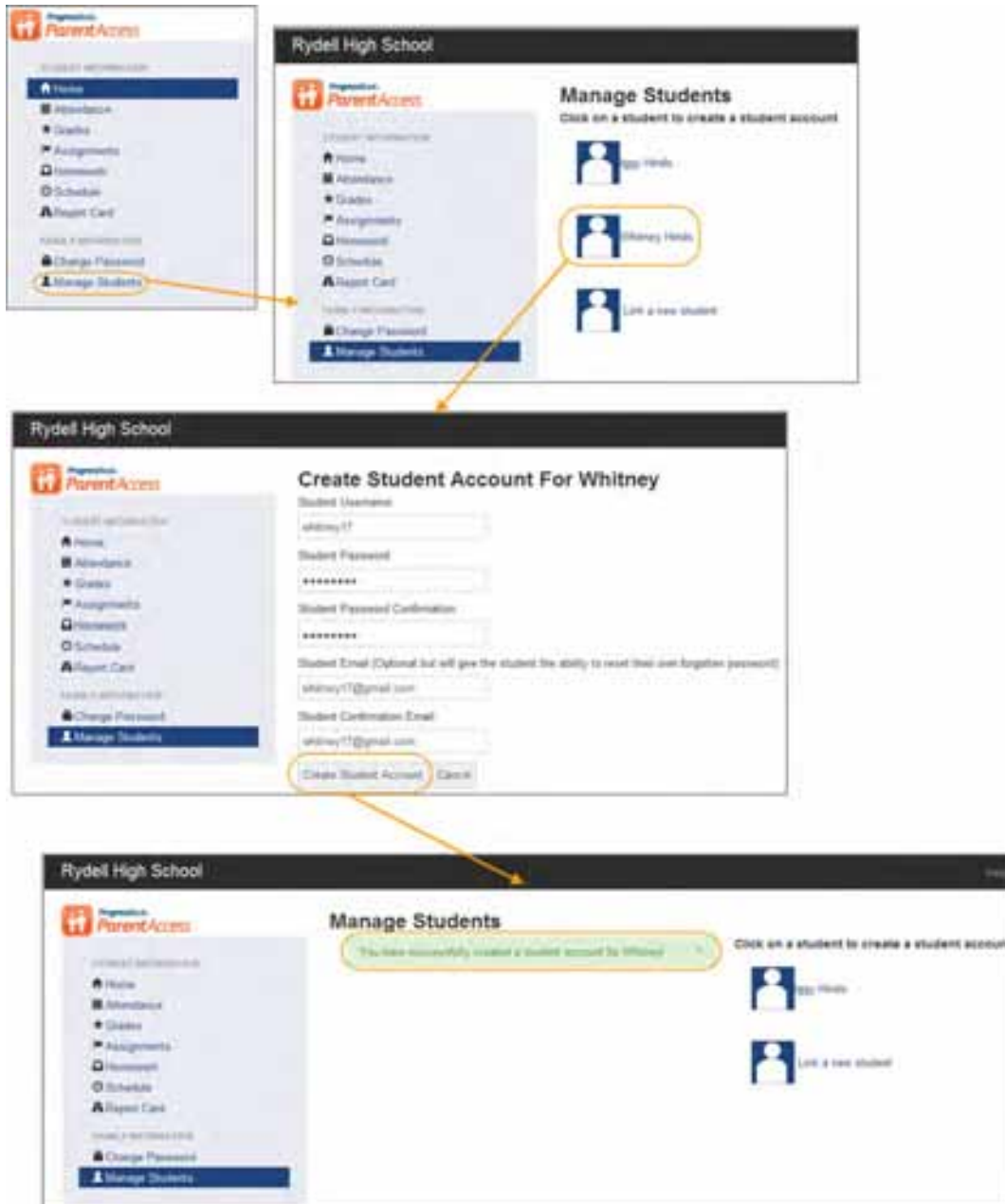
7. In the Student Confirmation Email field, re-enter your **child's email**.

8. Click **Create Student Account**.

The message "You have successfully created a student account for 'your child's name'" displays.

9. If you need to create additional student accounts, perform step 1 through step 8 until all your children have accounts.

Note: If you enter your child's information incorrectly, the message "The student account creation was unsuccessful. Please correct the errors and try again." displays.



Create a Student Account Procedure