

## How to Create a ParentAccess Account

Article # 1879

### Procedure

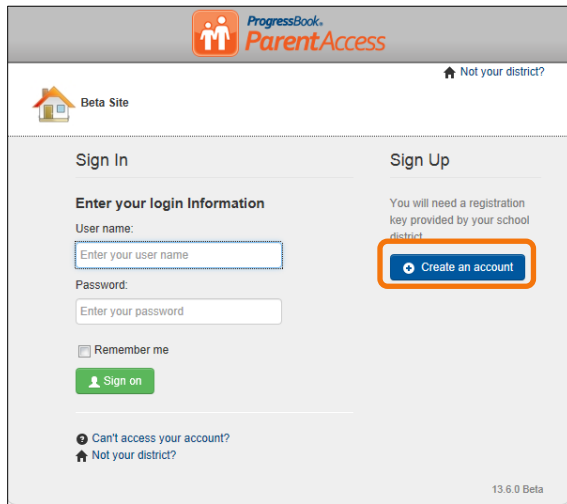
**\*PLEASE NOTE: Parents will only need to create one account and can add additional children to the one account at any time after the account has been created.**

Your school district will first create Registration Keys for each student. Each student will have a Parent Registration Key and a Student Registration Key. The parent has the ability to create an account for themselves; the Parent Registration Key from each child will allow you to tie all of your children to one account. The Student Registration Key is just for a student to create one account for them that will only contain information for him or her.

1. Your school district will create and send a letter to the parent for each child the parent has in the district. The letter will contain:
  - a. The URL; web address for ParentAccess.
  - b. The **Registration Key** for the parent to use for their child. *Ex: LHTM7QCD2S6*
  - c. The child's name as it is entered for the district.
2. Go to the URL, web address as listed on the letter.
3. Select your school district.
  - a. If your children only attend one school district, the district you select will save and you will not need to access this screen *again*.

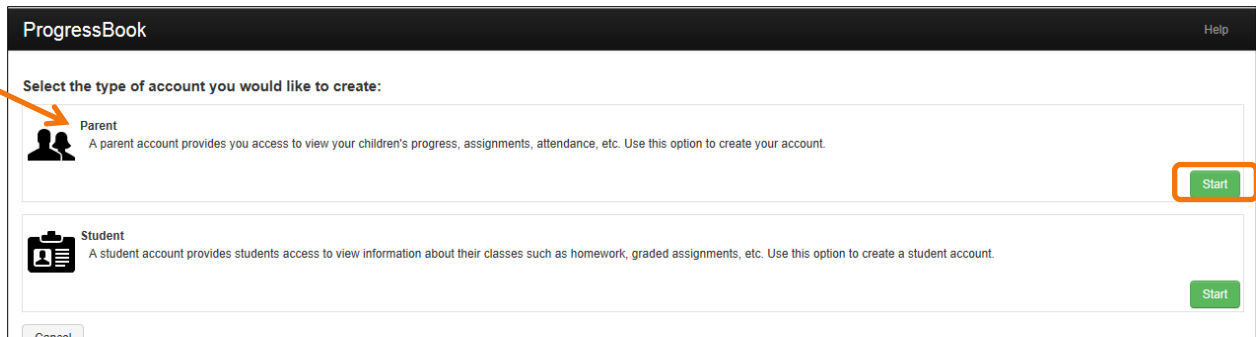


4. Select, Create an account



The screenshot shows the ProgressBook ParentAccess login page. It has a header with the logo and a 'Not your district?' link. Below is a 'Beta Site' indicator. The main content is split into 'Sign In' and 'Sign Up' sections. 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 note: 'You will need a registration key provided by your school district' and a 'Create an account' button highlighted with an orange box. At the bottom, there are links for 'Can't access your account?' and 'Not your district?'. The version number '13.6.0 Beta' is in the footer.

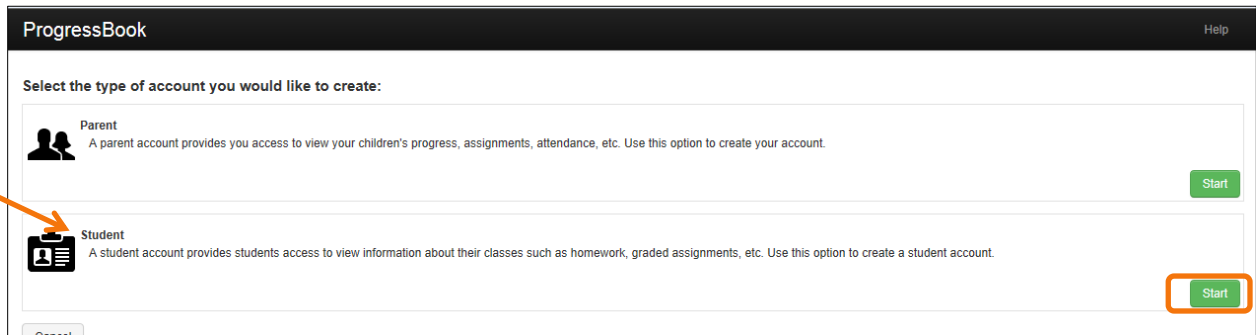
5. If you are a parent creating an account for yourself, select Parent. A parent account will allow you to tie your additional children to one account.



The screenshot shows the 'Select the type of account you would like to create:' screen in ProgressBook. There are two options: 'Parent' and 'Student'. The 'Parent' option is selected, indicated by an orange arrow. The 'Parent' option has a 'Start' button highlighted with an orange box. The 'Student' option also has a 'Start' button. A 'Cancel' button is at the bottom left.

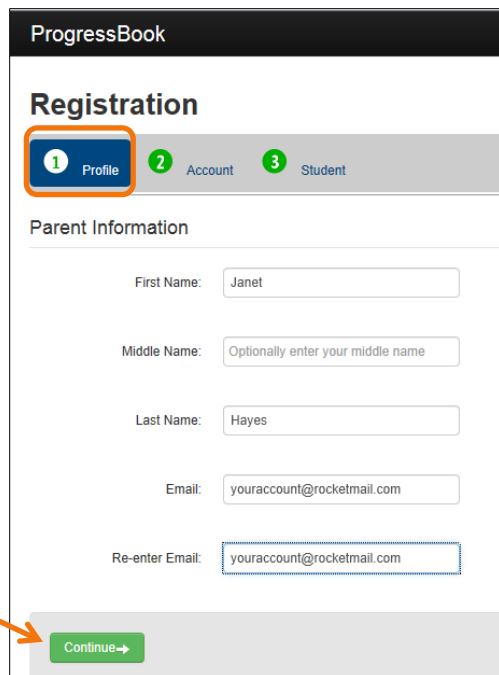
6. Click Start.

7. If you are a student, creating an account for yourself with a Student Registration Key, select Student. A student will only have one Registration Key available to them. Student accounts do not have the ability to add additional students to their account.



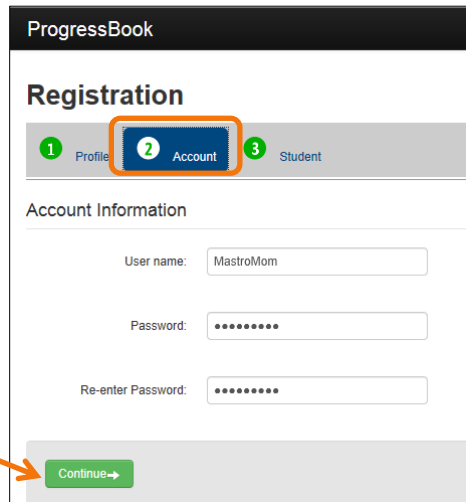
The screenshot shows the 'Select the type of account you would like to create:' screen in ProgressBook. The 'Student' option is selected, indicated by an orange arrow. The 'Student' option has a 'Start' button highlighted with an orange box. The 'Parent' option also has a 'Start' button. A 'Cancel' button is at the bottom left.

8. Click Start.
9. Enter the Profile information. All fields are required except for the Middle Name.
  - a. Email address is required for parent accounts. The email address is used to allow a parent to reset their password or send their User Name if lost or forgotten.
  - b. Student accounts are not required to have an email address. However; if an email address is not entered, the student will not be able to reset their password or have their User Name sent to them if forgotten.
  - c. The same email address may not be used for 2 different accounts.

A screenshot of the ProgressBook registration interface. The page title is "ProgressBook" and the main heading is "Registration". There are three numbered steps: 1 Profile, 2 Account, and 3 Student. Step 1 is highlighted with an orange box. Below the steps is the "Parent Information" section with the following fields: First Name (Janet), Middle Name (Optionally enter your middle name), Last Name (Hayes), Email (youraccount@rocketmail.com), and Re-enter Email (youraccount@rocketmail.com). At the bottom, there is a green "Continue" button with a right-pointing arrow, which is pointed to by an orange arrow from the left.

10. Click, Continue.
11. Enter your Account information. Enter the User Name and Password for your new ParentAccess account. Save your User Name and Password to use later as we log into ParentAccess.
  - a. User Name may have letters and numbers
  - b. User Name must be between 6 – 50 characters
  - c. You cannot change your User Name once you have created your account.
  - d. User Name is not case sensitive
  - e. Password must contain 1 letter and 1 number.
  - f. Passwords must be between 8 – 50 characters.

g. Passwords are case sensitive and cannot match your User Name.



ProgressBook

## Registration

1 Profile 2 Account 3 Student

Account Information

User name:

Password:

Re-enter Password:

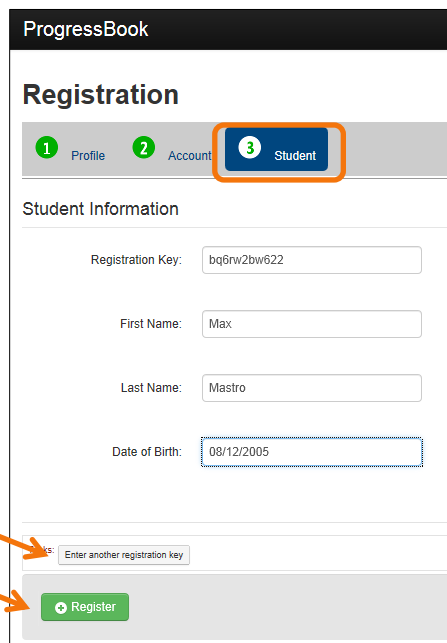
[Continue->](#)

12. Please remember this is your account information, the User Name and Password you will use to log into ParentAccess.

13. Click Continue.

14. Add your child(ren) to your account.

- a. Enter the Registration Key provided by school district for the parent.
  - i. Registration Key is not case sensitive.
- b. Enter the Student's First Name as listed on the letter.
- c. Enter the Student's Last Name as listed on the letter.
- d. Enter the Student's date of birth in the following format: mm/dd/yyyy



ProgressBook

## Registration

1 Profile 2 Account 3 Student

Student Information

Registration Key: bq6nw2bw622

First Name: Max

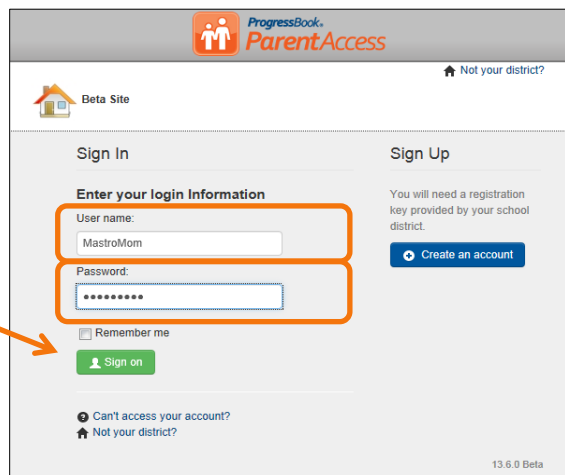
Last Name: Mastro

Date of Birth: 08/12/2005

[Enter another registration key](#)

[Register](#)

15. To add additional children to your account, click Enter another Registration Key.
  - a. If you do not have all your children's Registration Keys, you may add additional children to your account at a later date.
16. If you have added all your children, click Register.
17. You will be returned to the district selection screen, select your school district.
18. Enter your new User Name and Password.



ProgressBook®  
ParentAccess

Beta Site [Not your district?](#)

Sign In Sign Up

**Enter your login information**

User name: MastroMom

Password: .....

Remember me

[Sign on](#)

[Can't access your account?](#)

[Not your district?](#)

[Create an account](#)

13.6.0 Beta

\*Once you are signed into ParentAccess, the **Help** tool on the main screen may be a resource to familiarize yourself when navigating the site.