ProgressBook ParentAccess User Guide

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(This document is current for ProgressBook v14.0.0 or later.)

Change Log

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

Product Version	Heading	Page	Reason
14.0.0	Entire Guide	N/A	Deleted references to "Beta" ParentAccess. Renamed and updated guide for the new ParentAccess.
14.0.0	Entire Guide	N/A	Moved all information related to creating student accounts to the new appendix.
14.0.0	*"Create Account"*	1	Updated screen shot of **Sign In** screen to show expanded information in **Sign Up** section and new **Sign up** button. Updated screen shots to show new **I am a parent** and **I am a student** buttons. Updated screen shot and text for reordering of fields on the **Student** tab of the **Sign Up** screen.
14.0.0	*"Reset Your Password"*	9	Updated to reflect new 30 minute expiration of emailed reset password link.
14.0.0	*"Grading Scale"*	20	Updated screen shot to reflect removal of start and end point values from **Grade Scale Overview** window.
14.0.0	*"Appendix – Student Accounts"*	51	Added appendix to separate information related to creating student accounts.

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Table of Contents

Welcome to ParentAccess

ParentAccess is a school-to-home communication tool that lets you view your child's grades, homework, schedule, attendance and report card information. In addition, ParentAccess gives you class and school news, calendars and forms so you can keep up-to-date on what is happening at school.

ParentAccess Home Screen

Create Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Account

1. In a web browser, enter the URL provided by your child's school or district.

2. On the **Districts** screen, select your child's school district. The system will remember your selection the next time you log in on the same machine.

Select District

3. On the ParentAccess **Sign In** screen, click **Sign up**.

   Note: This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.
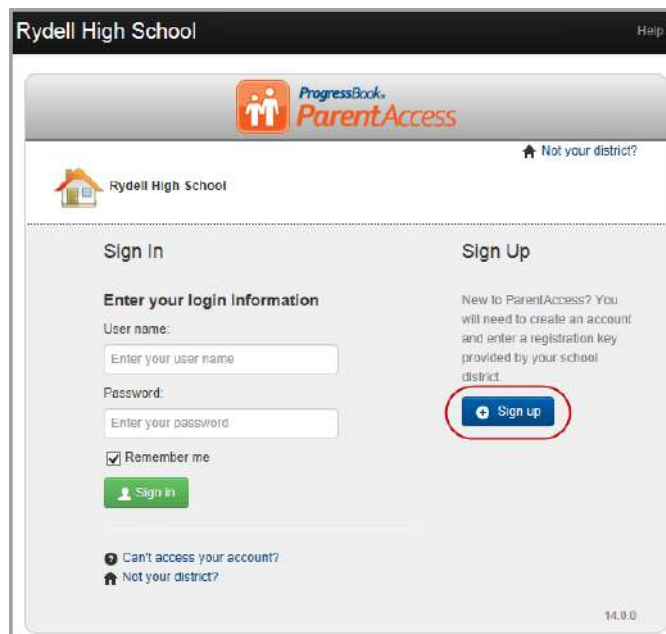
Sign Up to Create New Account

4. On the **Sign Up** screen, click **I am a parent**.

Create a Parent Account

5. On the **Profile** tab, under **Parent Information**, enter the following:

- **First Name** (required)
- **Middle Name** (optional)
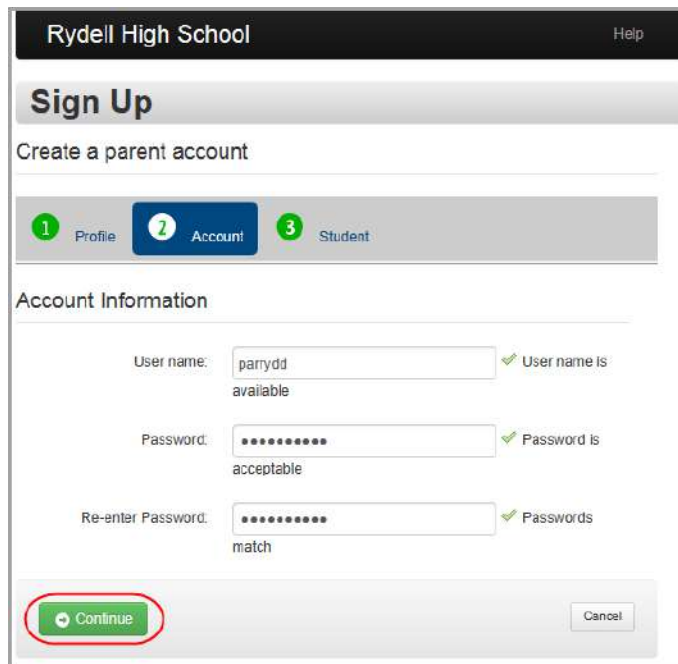- **Last Name** (required)
- **Email** (required)
- **Re-enter Email** (required)

Sign Up – Profile Tab

6. Click **Continue**.

7. On the **Account** tab, under **Account Information**, enter the following:
   - **User name** - Letters and/or numbers, 6 to 50 characters
   - **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
   - **Re-enter Password** - Must match password

Sign Up – Account Tab

8. Click **Continue**.

9. On the **Student** tab, under **Student Information**, enter the following:
   - **First Name** – Must exactly match the name on the registration letter from the school or district
   - **Last Name** – Must exactly match the name on the registration letter from the school or district
   - **Date of Birth**
   - **Registration Key** - Provided on the registration letter from the school or district (not case sensitive)

Sign Up – Student Tab

10. If you have a registration key to enter for another child, click **Enter another registration key**, and perform *step 9* again.

    Note: If you have not received registration keys for all of your children, you can add children to your account at a later time. See "Add a Child to Your Account."

11. Click **Register**.

    An account creation confirmation message displays, and you can now sign in to ParentAccess. (See *"Sign In to ParentAccess."*)
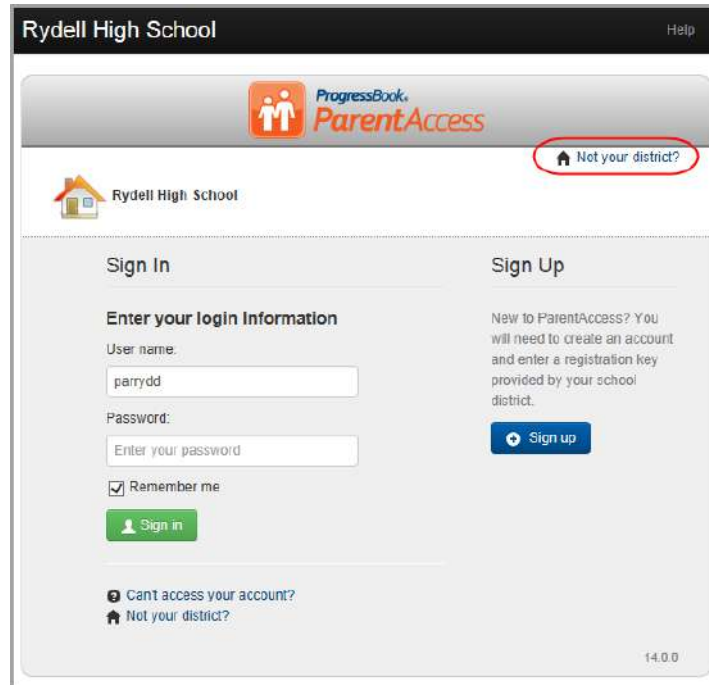
Access ParentAccess

Sign In to ParentAccess

To view a video of this procedure, go to:
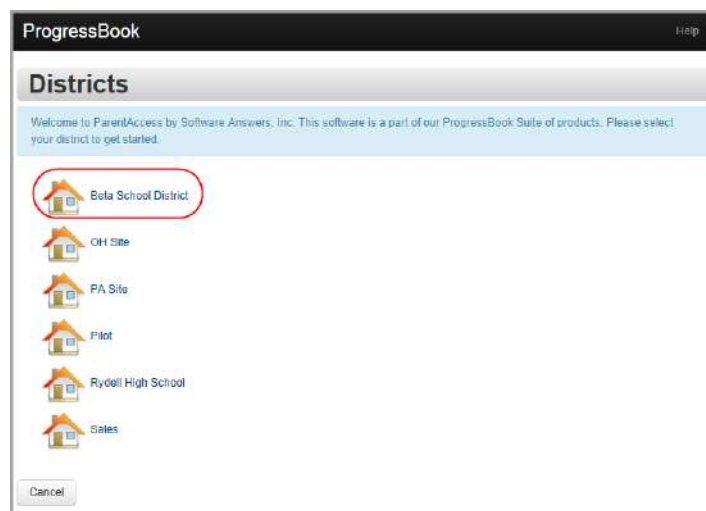http://www.progressbook.com/Videos/PA/Sign-In

1. In a web browser, enter the URL provided by your child's school or district.

   The **Sign In** screen displays for the last district you accessed on the computer you are currently using.

2. Optional: To change districts:

   a. On the **Sign In** screen, click **Not your district?**.

Change Districts

Note: This screen displays differently if the original district has set up a greeting page, but the functionality is the same.

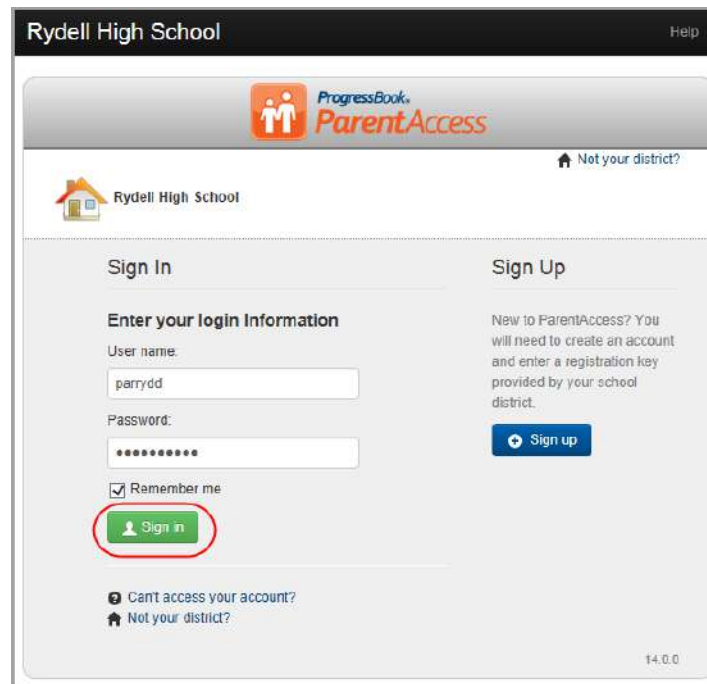b. On the **Districts** screen, click the district you want to access.

Select Different District

3. On the **Sign In** screen, enter your **User name** and **Password**.

Note: This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.

4. Optional: If you want the system to remember your user name the next time you sign in, select the **Remember me** check box.

5. Click **Sign in**.

Sign In

What to Do If Your Account Is Locked

If you are unsuccessful after 5 attempts to sign in to ParentAccess, the system automatically locks your account. Wait 10 minutes, and then try again.
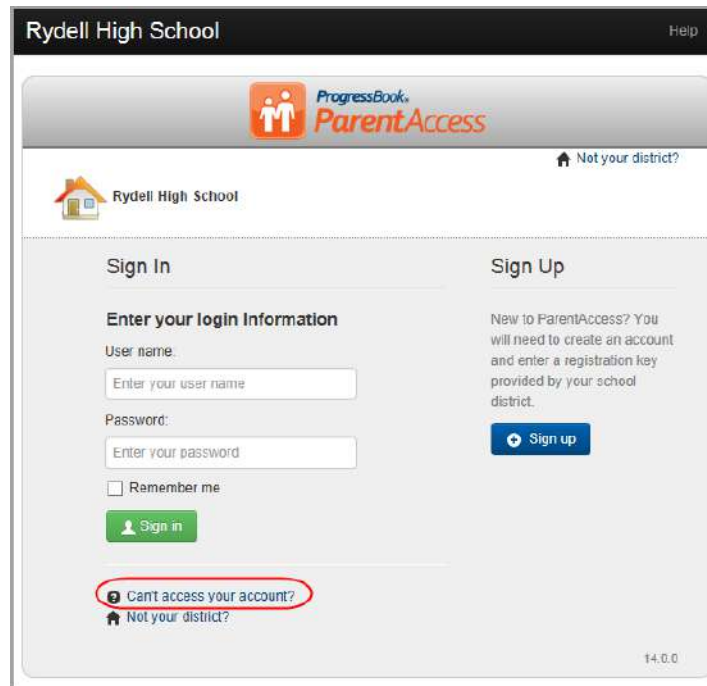
Retrieve Forgotten User Name

To view a video of this procedure, go to:
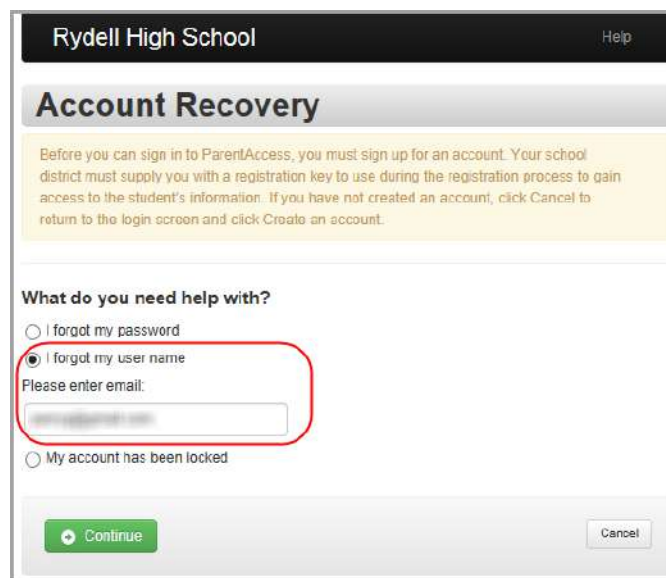http://www.progressbook.com/Videos/PA/User-Name

If you have forgotten your user name, you can request that the system email it to you.

1. On the **Sign In** screen, click **Can't access your account?**.

Retrieve User Name

2. On the **Account Recovery** screen, select **I forgot my user name**.

3. In the **Please enter email** field, enter the email address associated with your ParentAccess account.

Account Recovery Screen – Retrieve User Name

4. Click **Continue**.

   A message displays indicating that an email containing your user name has been sent to you.

5. Go to your email account to retrieve your forgotten user name.

Reset Your Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Reset-Password

If you have forgotten your password, this topic is for you. You can request that the system email you instructions on how to reset it. (If you know your current password but want to change it, see *"Change Your Password"* instead. If your child has forgotten his or her password, see *"Reset Your Child's Password."*)

1. On the login screen, click **Can't access your account?**.

Reset Password

2. On the **Account Recovery** screen, select **I forgot my password**.

3. In the **Please enter user name** field, enter your user name.

Account Recovery Screen – Reset Password

4. Click **Continue**.

   A message displays indicating that an email containing instructions for resetting your password has been sent to you.

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

   Note: The reset password link is only valid for 30 minutes. If the link expires, you must repeat the process of requesting a reset link.

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

7. In the **Re-enter 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.

Password Reset Screen

8. Click **Reset Password**.

    The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.

Navigate ParentAccess

When you sign in to ParentAccess, the **Home** screen displays, providing an overview of grades, homework, assignments and daily attendance, each in their own pane. You can use the following navigation options to move around in the application:

*   **Navigation bar** – Menu bar on the left side of the screen. Click an item to go to that screen.
*   **Details** and **View all...** – To view detailed information on grades, homework, assignments or daily attendance, click **details** or **View all...** in the associated pane.
*   **Student icons** – Icons that appear at the bottom of each screen that displays student-specific information. To view information for a different child, click the child's icon.
*   **User name drop-down list** – Options for managing your account. Click an option to go to that screen.
*   **Online help** – Click this link to view online help topics.

Navigate ParentAccess

Use Online Help

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Help

1. To view an online help topic for the screen you are viewing, at the top-right of the screen, click **Help**.
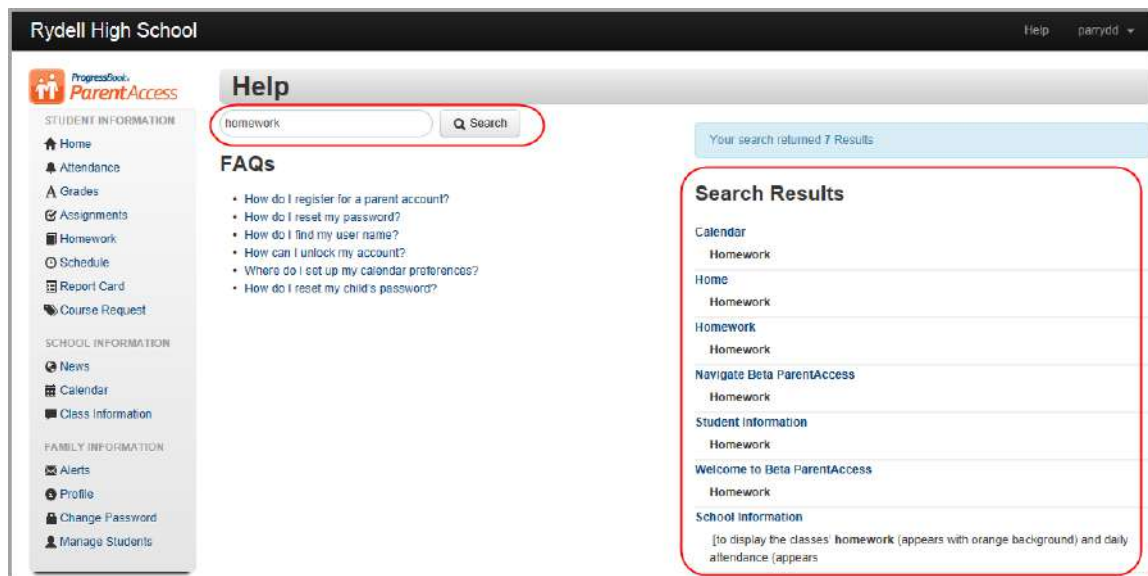

Help Link

2. On the **Help** screen, do either of the following:

    • Under the **FAQs** section, click a frequently asked question.
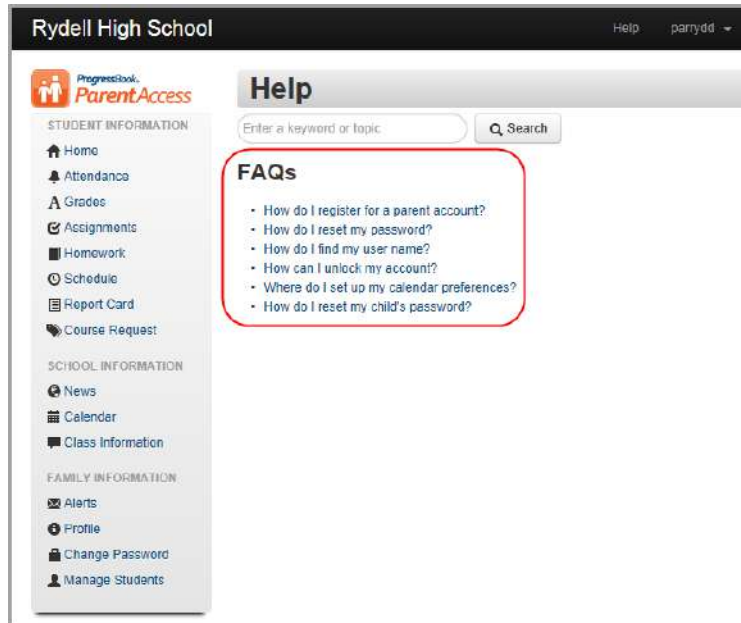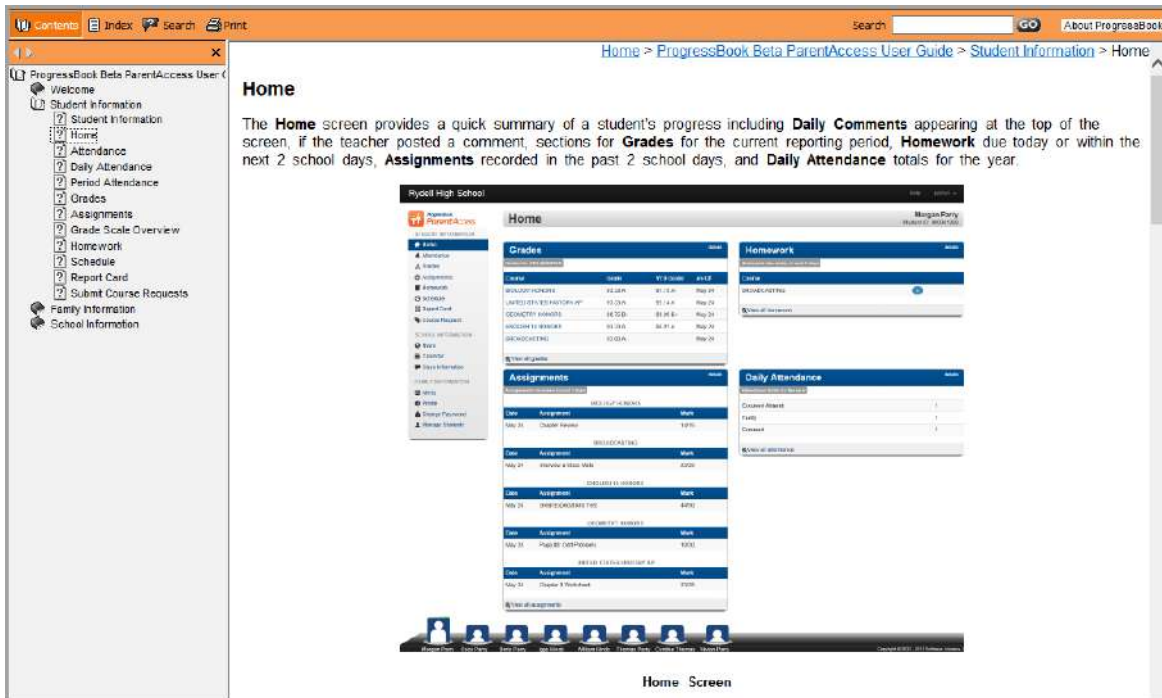
Frequently Asked Questions (FAQs)

- Perform a search, and in the **Search Results** area, click a link.

Search for Help Topics

Note: Due to a known issue with the Search feature, if you do not find the help topic you need, try adding an asterisk (*) to the end of your search term to improve your search results.

The online help opens to the selected topic.

View Help Topic

Sign Out of ParentAccess

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Sign-Out

It is recommended that you sign out of ParentAccess when you are finished viewing information.

1. At the top-right corner of any screen, click the downward arrow beside your user name.

2. In the drop-down list, click **Sign Out**.
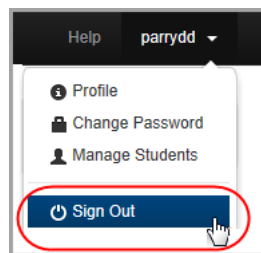
**Sign Out of
ParentAccess**

Student Information

ParentAccess provides important information to help you track your child's progress.

- To view a teacher's comments about your child, see *"View Teacher Comments."*
- To view your child's grades, see *"View Grades."*
- To view your child's assigned homework, see *"View Homework."*
- To view your child's attendance, see *"View Attendance."*
- To view your child's school schedule, see *"View Schedule."*
- To view your child's report card, see *"View Report Card."*
- To help your child request courses for the next school year, see *"Request Courses."*

View Teacher Comments

If a teacher has posted a comment today, you can read it in the **Today's Comments** area on the **Home** screen.

Today's Comments on Home Screen

To view all daily comments for the reporting period in the navigation bar, click **Assignments**.
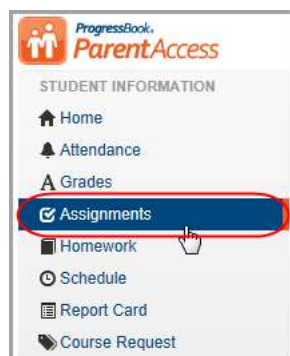
Assignments Option on Navigation Bar

The comments appear at the bottom of the **Assignments** screen.

Daily Comments on the Assignments Screen

View Grades

1. To see your child's grade averages per course for the current reporting period, on the **Home** screen, review the **Grades** pane.

Grades Pane on Home Screen

2. Optional: To view grade averages for a different reporting period, do the following:

   a. On the navigation bar, click **Grades**.

**Grades Option on
Navigation Bar**

   b. On the right side of the **Grades** screen, in the **Reporting Periods** area, click a different reporting period.

**Click to change
reporting period.**

View Another Reporting Period

3. To see more detail for a particular course, click the course name.

The **Assignments** screen opens. On this screen, a list of assignments for the selected course displays. Assignments may include class work, homework, projects, quizzes and tests. You can review your child's grades for any assignments that the teacher has graded.

**Click to view a
different course.**

**Total assignments given in
the selected reporting period**

Assignments Screen

> **Note:** *To view assignments for a different course, click the course name at the top of the screen.*

4. Optional: To view assignments by date instead of assignment type, in the **View By** area, click 🔲.

View Assignments by Date

The assignments now display by date.

Assignments Screen Displayed by Date

> **Note:** *If your school uses standards-based grading, you can view the assignments by assessment, by assignment type or by assessment summary by clicking the associated icon in the **View By** area.*

5. Optional: To view assignments for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period.

View Another Reporting Period

The assignments for the selected reporting period display.

Assignments Screen for Selected Reporting Period

Understand Your Child's Grades

The following aids on the **Assignments** screen can help you understand your child's grades:

- *"Mark"*
- *"Weight"*
- *"Grading Scale"*
- *"Assignment Codes"*

Mark

The **Mark** percentage and letter grade at the top of the screen are your child's overall grade average for the course in the indicated reporting period. The **Mark** column shows the score and percentage your child earned for each individual assignment.

> *Note: The **Mark** percentage and/or letter grade at the top of the screen do not display if the teacher chooses not to display them. In addition, the percentage on the individual assignment does not display if the teacher grades the assignment using letter grades or rubrics and only displays for standards-based grading if the teacher uses points.*

Mark

Weight

If the **Weight** of a particular type of assignment is other than "1," this means the teacher has weighted that type of assignment to count more or less toward the overall grade.

> *Note: The weight only displays when viewing the assignment by assignment type.*

Weight of 3 counts 3x as much toward overall grade as weight of 1.

Weight

Grading Scale

Each assignment type displays the percentage and grade your child earned for that type of assignment (for example, his or her grade on class work). To see the grading scale used to calculate the grades, click

View Grading Scale

> *Note: If your school uses standards-based grading, the Grade Scale Overview displays different fields.*

Assignment Codes

The following assignment codes give you more information about your child's assignments.These codes display in the **Info** column on the **Assignments** screen.

Code	Meaning
M	**Missing** – Student has not turned in the assignment. Counts as a zero toward the student's grade.
E	**Excluded** – Grade for this assignment is not included in your child's overall grade.
W	**Weighted** – Assignment counts more or less than others toward your child's grade average. To see the amount the assignment is weighted, hover your mouse over this icon.
L	**Late** – Student turned in the assignment late. Teacher may choose to adjust the student's grade.

View Homework

1. To check what homework your child's teachers have assigned, on the **Home** screen, review the **Homework** pane.

   The number icon shows how many homework assignments are due in the next two days for each course.
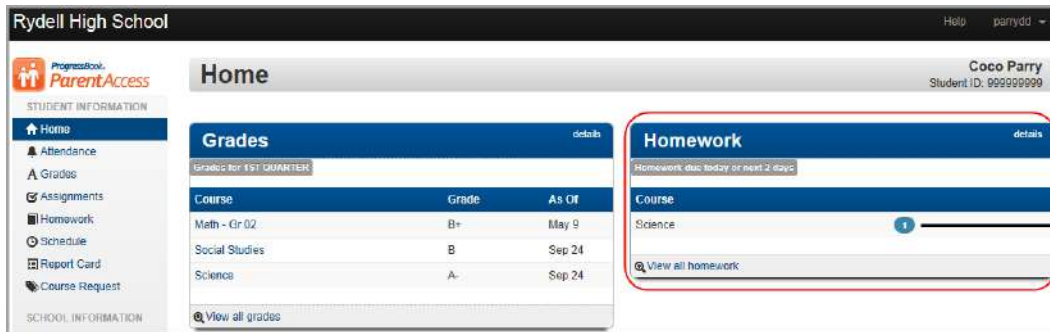
Homework Pane on Home Screen

2. To see more homework details, in the **Homework** pane, click **details** or **View all homework**.

View Homework Details

The **Homework** screen opens. On this screen, you can review all of your child's upcoming homework assignments.

Note: To view all information regarding the homework, including additional descriptions or links that the teacher may have provided, you may need to click

Expand .

Homework Screen

3. Optional: To view homework by class instead of by due date, in the **View By** area, click

    .

View Homework by Class

The homework now displays by class.

Homework Displayed by Class

4. Optional: To view homework for a different date or date range, do one of the following:

    - Click **Today**, **This Week** or **Next Week** to view homework for those dates/ranges.
    - Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

Click a link or select a date range to view homework for those dates.

View Homework for Another Date or Date Range

The homework for the selected date or date range displays.

Homework for Selected Dates

Email Your Child's Teacher

1. On the **Homework** screen, if you are viewing the homework by class, skip to *step 2.* If you are viewing the homework by due date, click ✉ .
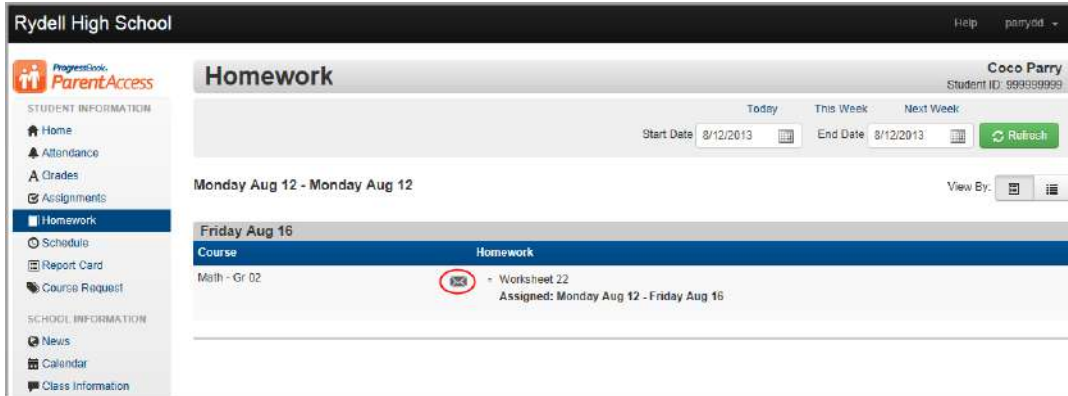
Email Your Child's Teacher

2. The teacher's name and email address display on screen as a link. Click the link to initiate an email.
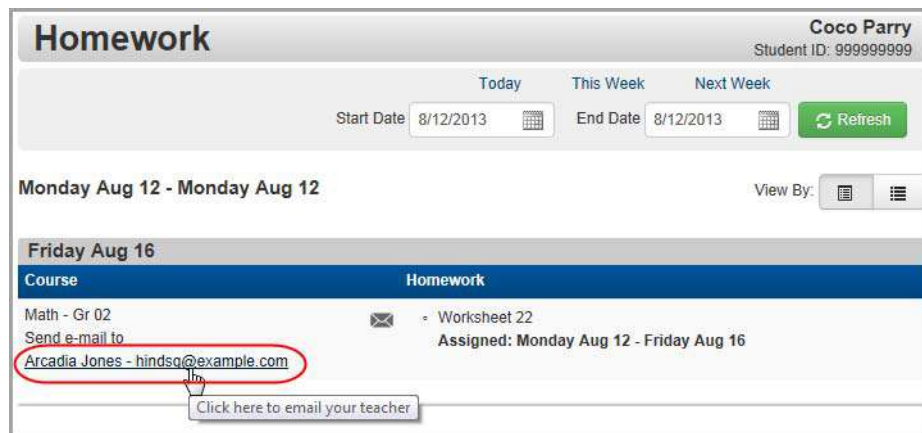
Teacher Email Link When Viewing Homework by Due Date

Teacher Email Link When Viewing Homework by Class

View Attendance

Your child's school may take a daily count every morning as well as taking attendance each period. ParentAccess allows you to view both types of attendance records if your school has these options enabled.

- To view daily attendance, see *"View Daily Attendance."*
- To view period attendance, see *"View Period Attendance."*

View Daily Attendance
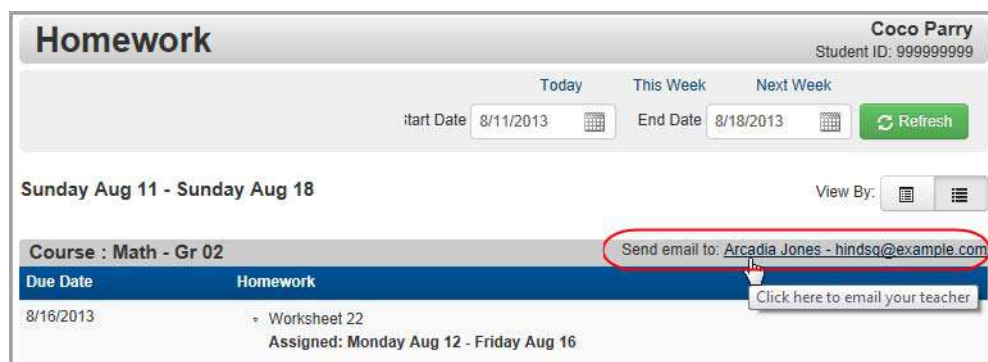
1. To see an overview of your child's daily attendance for this school year, on the **Home** screen, review the **Daily Attendance** pane. Your child's number of days absent or tardy display by absence type.

Daily Attendance Pane on Home Screen

2. To see more details, in the **Daily Attendance** pane, click **details** or **View all attendance**.

View Daily Attendance Details

3. On the **Attendance** screen, in the **Daily Attendance** section, click **View daily attendance detail**.

Attendance Screen – View Daily Attendance Detail

The **Daily Attendance** screen opens. On this screen you can see details of your child's daily attendance for the current reporting period.

4. Optional: To view your child's daily attendance for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period. Or, to see as summary of the whole school year, click **Summary**.

Daily Attendance Screen

5. Optional: To view daily attendance by date instead of reporting period, in the **View By** area, click ▤.

View Daily Attendance by Date

Daily attendance now displays by date.

Daily Attendance Displayed by Date

View Period Attendance

1. To see your child's period attendance for today, in the navigation bar, click **Attendance**.

**Attendance Option on
Navigation Bar**

2. On the **Attendance** screen, in the **Period Attendance** section, review today's period attendance.

Period Attendance

3. Optional: To see more details, click **View period attendance detail**.

Attendance Screen – View Period Attendance Detail

The **Period Attendance** screen opens. On this screen you can see details of your child's period attendance for today.

4. Optional: To view your child's period attendance for a different reporting period, on the right side of the screen in the **Reporting Periods** area, click a different reporting period. Or, to see a summary of the whole school year, click **Summary**.

Period Attendance Screen

View Schedule

1. To view your child's schedule, on the navigation bar, click **Schedule**.

**Schedule Option on
Navigation Bar**

Your child's schedule for today displays. If today is a weekend day, the schedule for the following Monday displays.

Schedule Screen

2. Optional: To view your child's schedule for a different day, do the following:

    a. In the **Date** field, enter a different date, or select one using the calendar date picker.

    b. If needed, click **Refresh**.

Schedule Screen – Change Date

View Report Card

1. To view your child's report card, on the navigation bar, click **Report Card**.

**Report Card Option on
Navigation Bar**

Your child's report card displays.

Report Card Screen

2. Optional: If your child has more than one report card (such as an interim), you can view a different report card by selecting it from the drop-down list beneath the child's name and student ID.

**Click to view
another
report card.**

View Another Report Card

Understand Your Child's Report Card

A legend is available to help you understand your child's grades and the comments entered by the teacher. To view the legend for a particular grade or comment, do the following:

1. Hover your mouse over the grade or comment until 👁 appears.

View Legend

2. Click 👁 to open the legend.

Legend

3. Review the legend. Your child's grade or comment appears in the **Current Marks** section. The **Available Marks** section displays the possible marks or comments for this course.

Print Report Card

1. To print your child's report card, on the **Report Card** screen, click **Print Preview**.
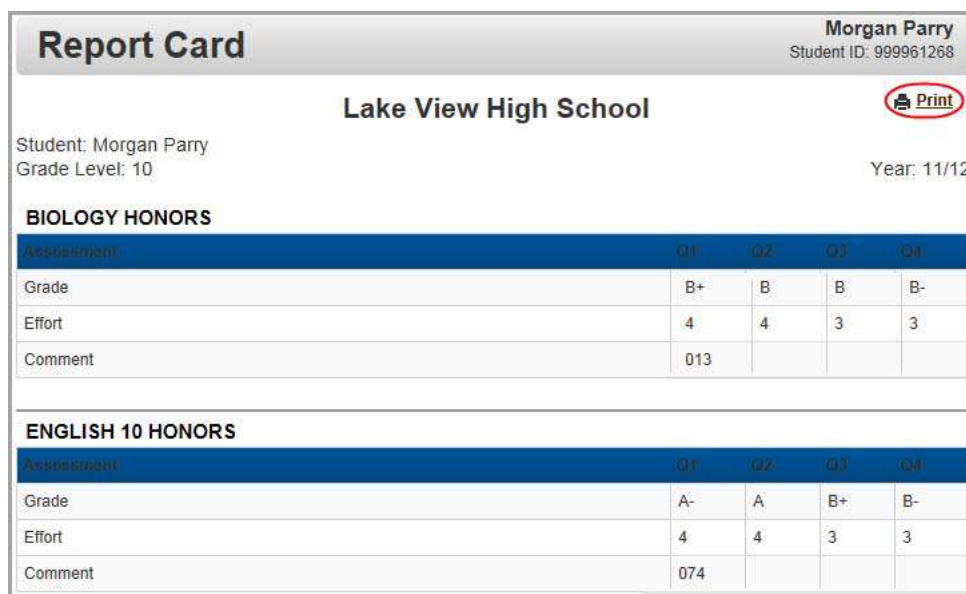
Report Card Screen – Print Preview Option

2. On the print preview, click **Print**, and proceed to print the report card.

Print Preview of Report Card

Request Courses

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Request-Courses

> **Note:** *This option is only available if your school or district has enabled it. In addition, it may only be available during a specific time frame for requesting courses.*

1. On the navigation bar, click **Course Request**.

**Course Request
Option on Navigation
Bar**

The **Course Request** screen displays. If your child has already begun requesting courses, these requests display.

Course Request Screen

2. Click **Add Courses**.

The **Course Catalog** displays.

Course Catalog

3. Optional: If you do not see the course you are looking for, you can search for it as follows:

    a. In the search box, enter all or part of the course name or course number.

    b. Click **Search**.

Search Course Catalog

4. If you see the course you want to add, select the check box beside it in the **Add** column.

Add Course

5. Optional: Continue adding any other course requests.

6. When you are finished making your selections, click **Done**.

The courses you added now appear on the **Course Request** screen.

7. Review your selections.

   *Note: If you selected a course and do not want to request it, in the **Remove Course** column, click **Drop**.*

8. When you are satisfied with your course request list, click **Submit**.

Click to remove a course request.

Click to submit course requests.

Review and Submit Courses

9. On the **Submit Course Request** window, click **Ok**.

Submit Course Request Window

Note: From your browser, you can print the courses you requested.

School Information

ParentAccess provides important information about your child's school.

- To view school news and information, see *"View School News."*
- To view the school calendar, see *"View School Calendar."*
- To view class information, see *"View Class Information."*

View School News

Schools and districts post news and information in ParentAccess to help you stay informed and involved in your child's education. You can view news articles and other information such as required school forms.

1. To see news for your child's school or district, on the navigation bar, click **News**.
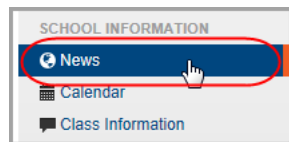
**News Option on
Navigation Bar**

2. On the **News** screen, the district and/or schools with news posted display in green. Click the district or school whose news you want to view.
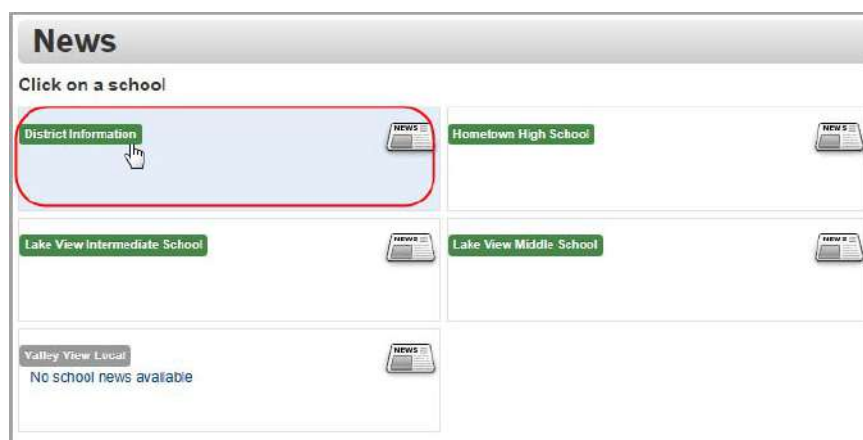
News Screen

The **News** screen displays the news for the district or school you selected.

District or School News

View School Calendar

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Calendar

On the school calendar, you can view events, homework, and daily attendance. You can set preferences that determine which events display on the calendar so you see only the information that is important to you.

1. To see your child's school calendar, on the navigation bar, click **Calendar**.
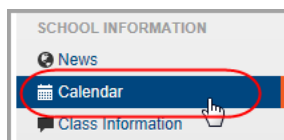
**Calendar Option on
Navigation Bar**

The **Calendar** screen displays. If this is the first time you are accessing this screen, a checklist appears to allow you to set your calendar preferences.

Calendar Preferences

2. Select the check box beside each event category, class and school whose events you want to see on your calendar.

3. Click **Save**.

   The calendar displays events based on the preferences you set. The events are color-coded as follows:

   • **Orange** – Homework
   • **Red** – Daily attendance
   • **Blue** – District and school events
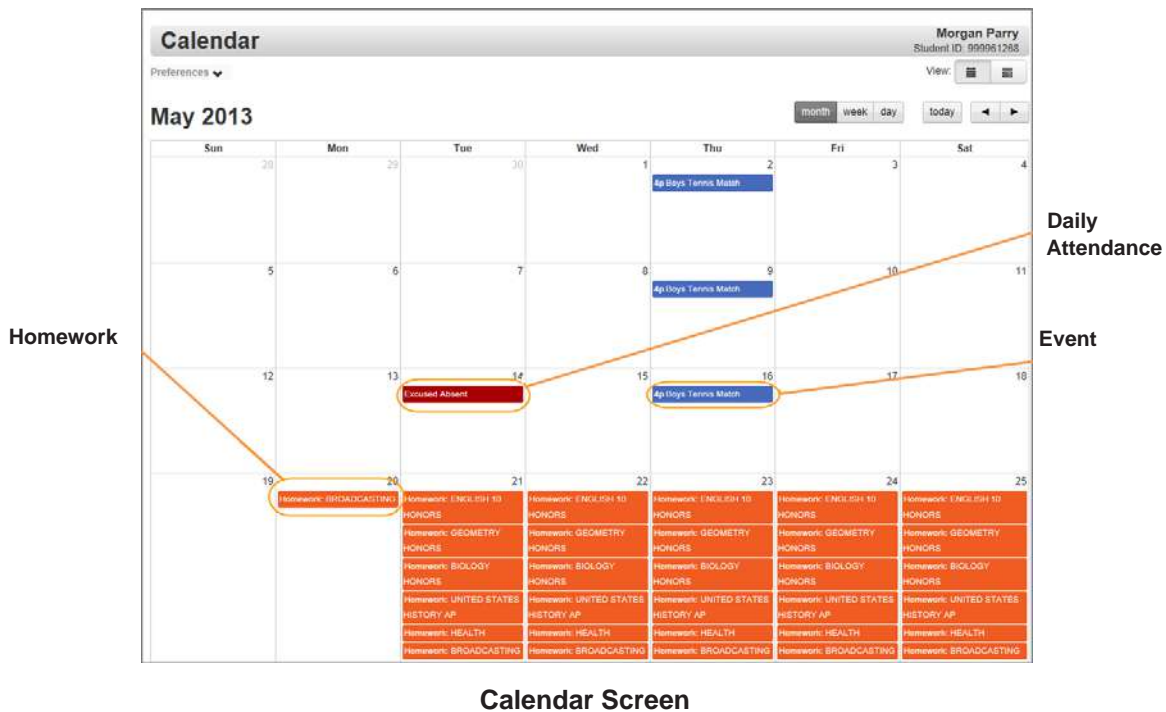
Calendar Screen

> *Note: By default, the calendar displays in month format, but you can change it to view by **week** or by **day** by clicking the buttons at the top of the calendar.*

4. Optional: To view detailed information about an event, click the calendar item.

5. Optional: To view a list of events by date range, in the **View** area, click ⊟ .

View List of Events

The events now display in list format.

6. Optional: To view events for a different date or date range, do one of the following:

- Click **Today**, **This Week** or **This Month** to view events for those dates/ranges.
- Enter a **Start Date** and **End Date** (or select these from the calendar date picker), and click **Refresh**.

View Event List for Another Date or Date Range

The events for the selected date or date range display.

View Class Information

Teachers post class news and information in ParentAccess to help you stay informed and involved in your child's education.

1. To see your child's class information, on the navigation bar, click **Class Information**.
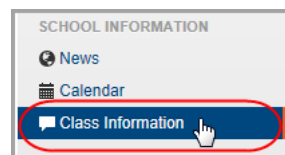
**Class Information
Option on Navigation
Bar**

2. On the **Class Information** screen, the classes with information posted display in green. Click the class whose information you want to view.

Class Information Screen

The **Class Information** screen displays for the class you selected.

View Class Information

Family Information

ParentAccess provides several options for you to manage your account.

- To manage the alerts you receive, see *"Subscribe to Alerts."*
- To update your profile, see *"Update Your Profile."*
- To change your password, see *"Change Your Password."*
- To add a child to your account, see *"Add a Child to Your Account."*
- To reset your child's password, see *"Reset Your Child's Password."*

Subscribe to Alerts

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Alerts

If your school or district has enabled alerts in ParentAccess, you can subscribe to these alerts if you want to be notified when your child has not completed an assignment or has received a low grade (mark). You can choose the types of alerts you want to receive.

> **Note:** *Low assignment mark alerts are not available for standards-based classes.*

1. To subscribe to alerts, on the navigation bar, click **Alerts**.

**Alerts Option on
Navigation Bar**

2. On the **Alerts** screen, under **Alert Settings**, beside each child's name, select the alerts you want to receive for that child.

Alert Settings

3. Click **Update**.

   The **Alert Emails** section defaults to the email address associated with your ParentAccess account.
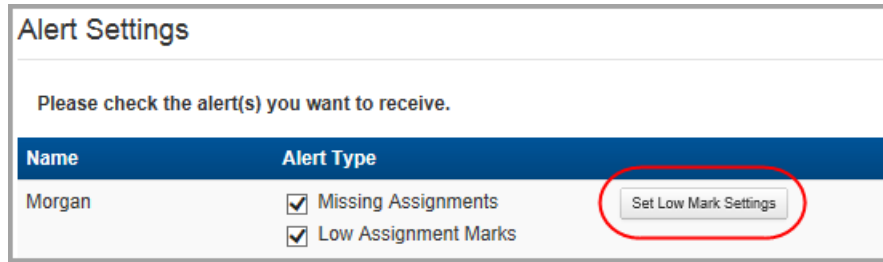
Alert Emails

4. Optional: To change alert email addresses, do the following:

   - To delete an email address, click **Delete**.
   - To add another email address to receive alerts, click **Add New Email**, and enter the email address. Repeat to add more email addresses if desired.

5. Click **Update**.

6. If you subscribed to the **Low Assignment Marks** alert for one or more children, select threshold grades as follows for each child:

   a. Click **Set Low Mark Settings**.
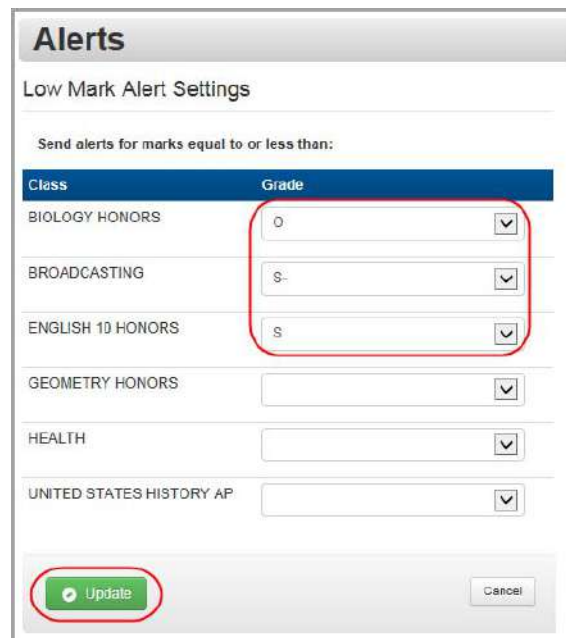
Set Low Mark Settings

   b. On the **Alerts** screen, in the **Low Mark Alert Settings** area, for each class for which you want to set a low mark alert, in the **Grade** drop-down list, select a threshold grade. (For example, if you want to be notified if your child receives a grade of "B" or lower, select "B.")

   Note: For classes that use standards-based grading, you cannot select a threshold grade.

Low Mark Alert Settings

  7. Click **Update**.

Update Your Profile

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Profile

  1. To update your ParentAccess account information (other than your user name), on the navigation bar, click **Profile**.

**Profile Option on
Navigation Bar**

1. On the **Profile** screen, under **Account Information**, update any of the following fields:

   • First name

   • Middle name

   • Last name

   • Email

2. Click **Update**.

Update Profile

Change Your Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Change-Password

If you know your current password but want to change it, this topic is for you. (If you have forgotten your password, see *"Reset Your Password"* instead. If your child has forgotten his or her password, see *"Reset Your Child's Password."*)

1. On the navigation bar, click **Change Password**.

**Change Password
Option on Navigation
Bar**

2. On the **Change Password** screen, enter your **Current Password** and your chosen **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.

3. In the **Re-enter New Password** field, re-enter the new password.

4. Click **Update**.

Change Your Password

Add a Child to Your Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Add-Child

If you did not have registration keys for one of your children at the time you created your parent account but have since received a letter for that child and want to add the child to your account now, this topic is for you.

1. On the navigation bar, click **Manage Students**.

**Manage Students
Option on Navigation
Bar**

2. On the **Manage Students** screen, under **Accounts**, click **Register New Student**.

Register New Student

3. On the **Manage Students** screen, under **Add Student**, enter your child's legal **First Name**, **Last Name** and **Date of Birth**.

4. In the **Registration Key** field, enter the registration key supplied by your child's school or district.

5. Click **Save**.

Add Student

Reset Your Child's Password

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Reset-Child-Password

If your child forgets his or her password and does not have an email address tied to his or her student account, you or the teacher can reset your child's password.

1. On the navigation bar, click **Manage Students**.

**Manage Students
Option on Navigation
Bar**

2. On the **Manage Students** screen, under **Students**, in the **Actions** column, click **Reset Password**.

Reset Child's Password

3. Under **Reset Password for...**, enter a **New Password** for your child.

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

4. In the **Re-enter New Password** field, re-enter your child's new password.

5. Click **Update**.

Enter New Password for Your Child

Appendix – Student Accounts

This appendix is written for students. It explains how to create your own student account in ParentAccess.

Create Student Account

To view a video of this procedure, go to:
http://www.progressbook.com/Videos/PA/Create-Student-Account

> **Note:** *To create your own ParentAccess student account, you need a student registration key from your teacher.*

1. In a web browser, enter the URL provided by your teacher.
2. On the **Districts** screen, select your school district. The system will remember your selection the next time you log in on the same machine.

Select District

3. On the ParentAccess **Sign In** screen, click **Sign up**.

> **Note:** *This screen displays differently if your school or district has set up a greeting page, but the functionality is the same.*
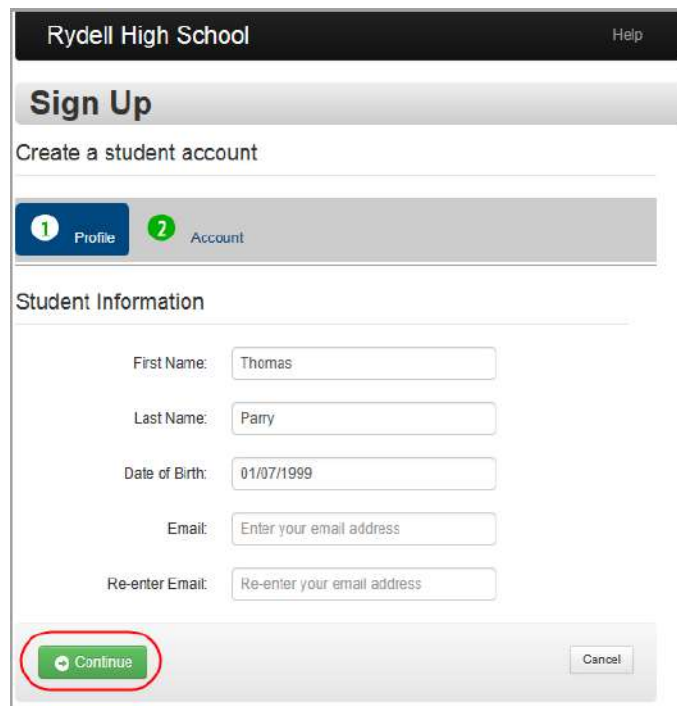
Sign Up to Create New Account

4. On the **Sign Up** screen, click **I am a student**.

Create a Student Account

5. On the **Profile** tab, under **Student Information**, enter the following information:

- **First Name** (required) – Must be your exact first name as you are registered with the school (no nicknames)
- **Last Name** (required) – Must be your exact last name as you are registered with the school
- **Date of Birth** (required)
- **Email** (optional)
- **Re-enter Email** (optional)

Note: *You cannot use the same email account your parent uses for ParentAccess. All email accounts must be unique.*

Sign Up – Profile Tab (Student Account)

6. Click **Continue**.

7. On the **Account** tab, under **Account Information**, enter the following:

- **User name** - Letters and/or numbers, 6 to 50 characters
- **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
- **Re-enter Password** - Must match password
- **Registration Key** - Provided by your teacher (not case sensitive)

Sign Up – Account Tab (Student Account)

8. Click **Register**.

   An account creation confirmation message displays, and you can now sign in to ParentAccess.