Parent Access to Progress Book

Parent Access to Progress Book is changing this year. Parents will now be able to create and manage their own user accounts with an individual Registration Key.   Old login information from prior years will no longer work. If any questions regarding these instructions please contact ka_tech@kalida.k12.oh.us

1. Go to Parent Acces Direct website location at: https://parentaccess.noacsc.org/district/KA

2. If you have not registered for an account click on the "Create account" the first time you visit the site. You will then make up a username and password, only entering the Registration Key under Student Information when prompted to.

3. Click the **START** button associated with your type of account (Parent or Student) .
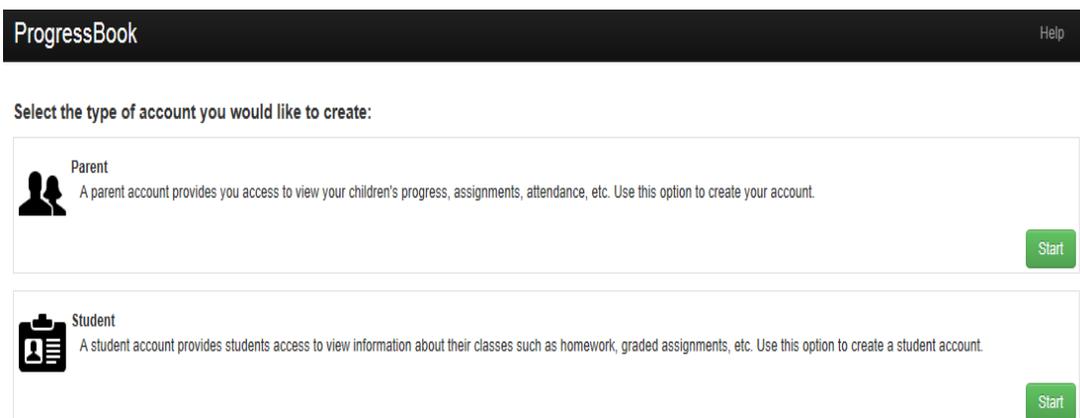
4. Enter in your **Profile** information making certain your email address is entered in correctly. Click the **Continue** button.

ProgressBook

Registration

| 1 Profile | 2 Account | 3 Student |

Parent Information

First Name:	John
Middle Name:	Optionally enter your middle name
Last Name:	Smith
Email:	jsmith@googlemail.com
Re-enter Email:	jsmith@googlemail.com ✕

Continue→

5. Enter in the following **Account** information then click the Continue button.

Username: (Must be at least 6 characters in length)

Password/Re-enter Password: Minimum requirements (8 characters in length and contain at least one uppercase and lowercase character along with a numeric value)

ProgressBook

Registration

| 1 Profile | 2 Account | 3 Student |

Account Information

User name:	jsmith
Password:	••••••••
Re-enter Password:	••••••••

Continue→

6. For Parents:

    Enter in your Registration information and click the REGISTER button. If you are a parent use the Parent Registration Key from the parent letter. You only need to register as a parent one time if you have multiple students in the district. You can add your subsequent students. The Account creation was successful message should appear if data has been entered in correctly. Click the "Log in to your new account" for sign-on screen or click the "Enter another Registration key" link located above the Register button to register another child.

For Students:

    Enter in your Registration information and click the REGISTER button. The Account creation was successful message should appear if data has been entered in correctly. Click the "Log in to your new account" for sign-on screen.

The Student First Name, Last Name and Date of Birth need to match exactly what we have on file (Full names). You will want to also format the birth date as MM/DD/YYYY. Example: 05/03/1995

7. At the sign on screen, enter in your newly created account information and click the **Sign On** button.   You should now see the new Parent Access Home page.
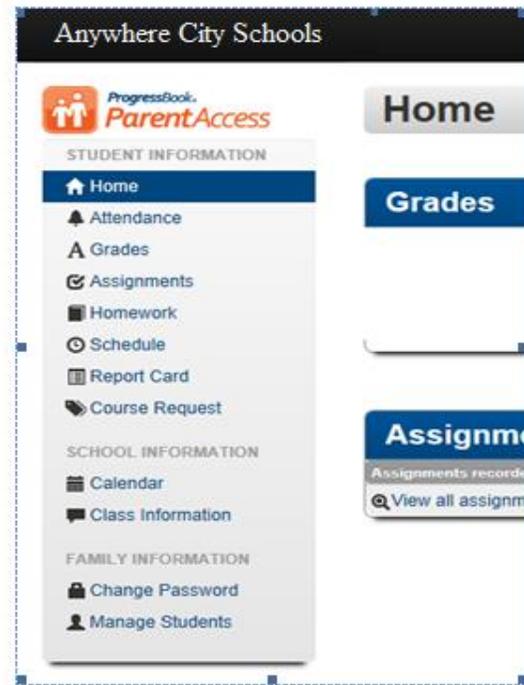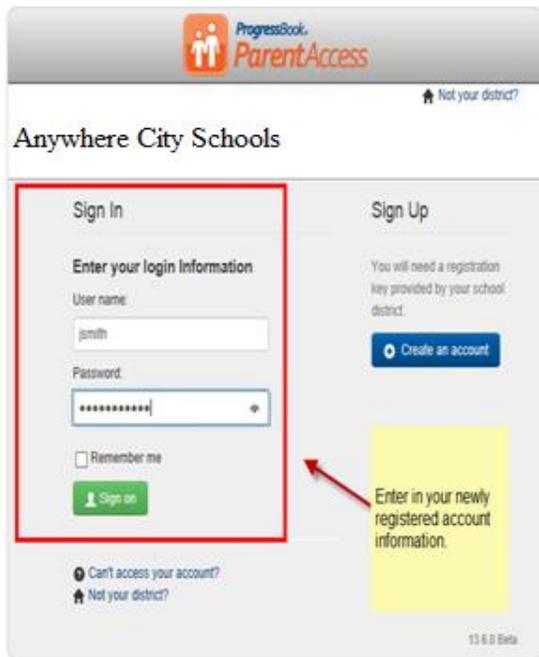
8. On the Parent Access Home page you can add more children by clicking "Manage Students"