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 <u>ka_tech@kalida.k12.oh.us</u>

- 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.

Anywhere City Schools	A Not your dist
Sign In	Sign Up
Enter your login Information User name:	You will need a registration key provided by your schood district.
Enter your user name Password:	Create an account
Enter your password	
Click the	Create an account button.

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 Accou	unt 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 Acc	ount 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

ProgressBook		
Registration	ProgressBook	
1 Profile 2 Account 3 Student		
Student Information		
Registration Key: JCKL2A2KSMW	Account creation was successful.	
First Name: John		
Last Name: Smith	Log in to your new account	
Date of Birth: 05/03/1988 ×		
	sign on	
Tasks: Enter another registration key	Convright @ 2003 - 2013 Software Answers Inc	
Register	sopprogram a source of an and a source of a source of a source of the so	

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.

ProgressBook.	Arress	Anywhere City Schools	•
nywhere City Schools	▲ Not your district?	Parent Access STUDENT INFORMATION	Home
Sign In	Sign Up	Attendance	Grades
Enter your login Information	You will need a registration key provided by your school	A Grades	
jonth Password	O Create an account	Schedule	·
Remember me		Course Request	Assignn
1 Spr on	Enter in your newly registered account	Calendar	Q View all assign
Carit access your account?	information.	FAMILY INFORMATION	
	15.6.0 Beta	Manage Students	

8. On the Parent Access Home page you can add more children by clicking "Manage Students"