

Follow the Instructions on this sheet to create a login and view your student's classroom progress.

Step 1: How to create your account

Go to the Parent Access website and select your school district from the list.

ProgressBook
ParentAccess

Not your district?

Northmor Local

Enter your login information

User name:

Password:

Remember me


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


If you selected the wrong district, click here to return to the list of schools

The first time you enter the website, you will need to click here to create your account

Step 2: Select Parent as the type of account to create (if you are a Parent pick Parent, if you are a student, pick Student)

Select the type of account you would like to create:

 **Parent**
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

 **Student**
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

Step 3: Complete the Parent/Student Information

Registration

1 Profile 2 Account 3 Student

Parent Information

First Name: Enter your first name

Middle Name: Optionally enter your middle name

Last Name: Enter your last name

Email: Enter your email address

Re-enter Email: Re-enter your email address

Continue→

Cancel

All fields (except middle name) are required. Please remember the email address you sign up with.

Step 4: Continue the Registration

Registration

1 Profile 2 Account 3 Student

Account Information

User name: Create your user name

Password: Create your password

Re-enter Password: Re-enter your password

Continue→

Cancel

User name—Must be between 6 and 50 characters.

Password—must contain at least 1 letter, 1 number, and be between 8-50 characters. It is CASE SENSITIVE and cannot match the username

REMEMBER YOUR USERNAME AND PASSWORD. YOU WILL NEED THIS INFORMATION TO LOGIN TO PARENTACCESS!

Step 5: Continue Account Registration

Registration

1 Profile 2 Account 3 Student

Student Information

Registration Key:

First Name:

Last Name:

Birthdate:


[↑ Remove from registration](#)


Tasks:

This information can be found on your Parent /Student Access letter. All information (Registration Key and First and Last name of your student) must be entered **EXACTLY** as shown. Enter birthdate as MM/DD/YYYY

Parents: If you only have one student click REGISTER. If you have more children to add, click on "Enter another registration key" and complete the required information for your next student (or you can do this later). When you are finished adding students, click REGISTER. **Students:** You can ONLY add yourself; student accounts cannot link other students to them.

Step 6: Login to Progressbook

 Not your district?

 Northmor Local

Enter your login information

User name:

Password:

Remember me

Create an account
Can't access your account? ★

Enter your USERNAME

Enter your PASSWORD

You can click on "Remember me" to have your username always appear the next time you log in.

Helpful Hints:

Passwords & Usernames

The parent now manages and creates their own accounts. If you can't access your account after you registered, return to the login page and click on the "Can't access your account?" link, show above by the star. **YOU CANNOT RETRIEVE YOUR ACCOUNT INFORMATION FROM YOUR SCHOOL.** After clicking on the "Can't access your account?" you will see the choices below:

What do you need help with?

I forgot my password

I forgot my user name

My account has been locked

The "I forgot my password" link will send an email to your email account you used at registration. The email link will be active for 10 minutes.

The "I forgot my username" will send an email containing your username to the email account you used at registration.

The "My account has been locked" option tells you the account is locked. It will unlock after 10 minutes. This is to protect your account.

The Parent Access screen is shown below. If you have more than one student you have registered, you can toggle between students with the Student tabs at the bottom of the screen.

The screenshot shows the Parent Access interface for a student named JORDAN (Student ID 704638). The interface is divided into several sections:

- Home:** The main header area.
- STUDENT INFORMATION:** A sidebar menu with options like Attendance, Grades, Assignments, Homework, Schedule, Home, News, Calendar, Class Information, Alerts, Profile, Change Password, and Manage Students.
- Grades:** A table showing grades for the quarter. The data is as follows:

Course	Grade	As Of
READING 8	77.78 C	May 17
ENGLISH 8	90.53 B	May 17
SOCIAL STUDIES 8	88.43 B	May 16
JH ALGEBRA	63.00 D	May 14
JH COMPUTER APPLICATIONS	95.20 A	May 9
SCIENCE 8	81.07 C	May 8
ART 8	1.20 D	Apr 29
- Homework:** A section showing homework due today or next 2 days. The data is as follows:

Course
ENGLISH 8
- Assignments:** A table showing assignments recorded in the past 12 days. The data is as follows:

Date	Assignment	Mark
May 17	Career Project	/100
READING 8		
May 17	Reading New Words in Context - 10	20/20
- Daily Attendance:** A table showing attendance totals for the year. The data is as follows:

Attendance Status	Count
TARD	4
ABSE	5
LEFT/RETURNED	1

At the bottom of the screen, there are two student profile icons labeled JORDAN and JORDAN, indicating that the user can toggle between different students.