

ParentAccess Instructions (PARENT)

The first time you enter the website, you will need to create an account. Welcome to the new ProgressBook® Parent Access grade book. Follow the instructions on this sheet to view your student's classroom progress and to create a login for your student to view assignments, grades, etc. **Please save this paper for future reference.**

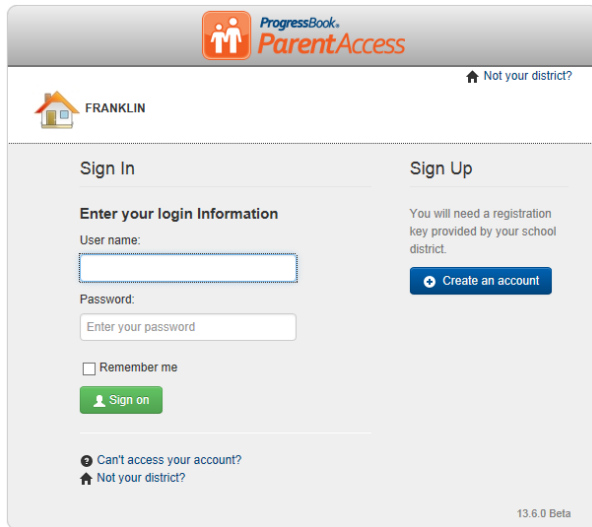
Student's name:

Registration Key

How to create your account

Step 1

Go to <https://parentaccess.swoca.net/districts> and select the school district from the list.



The screenshot shows the ParentAccess website interface for the FRANKLIN district. At the top, there is a logo for ProgressBook ParentAccess and a home icon with the text "Not your district?". Below the logo, there is a "Sign In" section with the heading "Enter your login information". It includes fields for "User name:" and "Password:" with a "Remember me" checkbox and a "Sign on" button. To the right, there is a "Sign Up" section with the heading "You will need a registration key provided by your school district." and a "Create an account" button. At the bottom left, there are links for "Can't access your account?" and "Not your district?". The version number "13.6.0 Beta" is visible at the bottom right.

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

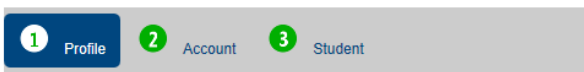
The first time you enter the website, you will need to create an account.

Step 2

Select Parent

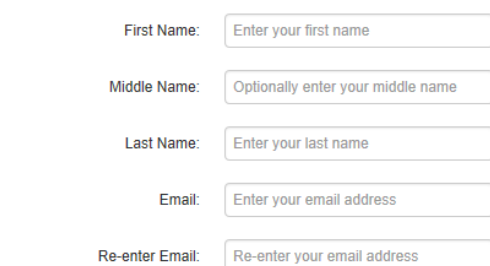
Complete the Parent Information

Registration



A progress indicator bar with three steps: "1 Profile" (highlighted in blue), "2 Account" (highlighted in green), and "3 Student" (highlighted in green).

Parent Information



The form contains five input fields with labels and placeholder text: "First Name: Enter your first name", "Middle Name: Optionally enter your middle name", "Last Name: Enter your last name", "Email: Enter your email address", and "Re-enter Email: Re-enter your email address".

All fields (except middle name) are required.



A green button with the text "Continue" and a right-pointing arrow.

Step 3

Account Information

User name:

Password:

Re-enter Password:

User Name—6-50 characters

Password--must contain at least 1 letter, 1 number, 8-50 characters, case sensitive, and cannot match the username

Remember your User Name and Password. You will need this information to log into ProgressBook®.

Step 4

Registration

1 Profile 2 Account 3 Student

Student Information

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks:

This information can be found at the top of page one. It must be entered **EXACTLY** as shown. Enter birth date as mm/dd/yyyy

If you only have one student to enroll, click **REGISTER**.

If you have additional students to add, click on enter another registration key and complete the required information. When you are finished adding students, click **REGISTER**.

Registration process is complete.

The next time you access ParentAccess log in using your Username and Password (step 3 above).

ProgressBook ParentAccess

FRANKLIN Not your district?

Sign In

Sign Up

Enter your login Information

User name:

Password:

Remember me

You will need a registration key provided by your school district.

Can't access your account?

Not your district?

13.6.0 Beta

Can't access your account

If you have trouble with your account, go to the login page and select the **"Can't access your account"** option.

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

The **"I forgot my username"** will send the username to your email.

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.