



Add Students to your Existing Parent Access Account

1. Log in to ProgressBook via this link:
<http://www.greenlocalschools.org/ProgressBookGradebook.aspx>
 - a. Select Green Local Schools from the list of districts.
 - b. Enter your username and password; click **Sign In**.
2. Click the **Manage Students** link on the lower left side of your home page.
3. In the Accounts area, click **Register New Student** link.



4. Enter the student's first and last names exactly as they appear on your registration document*.
5. Enter the student's date of birth using the following format: MM/DD/YYYY
 - a. MM=two-digit numerical representation of the month of birth
 - b. DD=two-digit numerical representation of the day of birth
 - c. YYYY=four-digit numerical representation of the year of birth
6. Enter the student's registration key exactly as it appears on your registration document*. The registration key is case-sensitive.
7. Click Save. The student should now be linked to your existing account.
8. To navigate between students in your account, use the student icons at the bottom left side of the ProgressBook homepage.



Registration documents for students in **grades 1-12 have been sent to parents via U.S. Mail. Registration documents for **preschool and kindergarten** students will be mailed in early September. If you did not receive your registration document, please complete the report form at this link.*