ProgressBook Parent Accounts

Welcome to the ProgressBook Parent Access grade book. We are pleased to provide parents online access to your child's grades and attendance through this web-based program. Follow the instructions on this sheet to create a login.
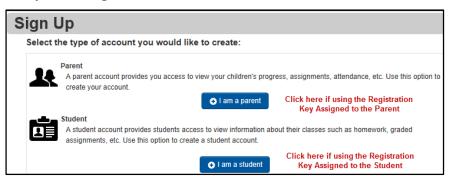
Registration Keys

Parent/Guardian of: **Insert Student Name from File**

Registration Key: **Insert from File**

Registration keys are necessary to create accounts for you to log in to ProgressBook. **IMPORTANT: Once an account has been created the registration key is no longer valid.**

TIP When creating an account be sure to click on "I am a parent" when using the **parent** registration key.
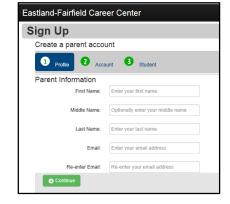

Creating an Account

Visit our website at http://www.amanda.k12.oh.us and click the Resouces/Tools Tab. Under the Resouces/Tools click on ProgressBook Link.

When first logging in to the Parent/Student site, an account needs to be created.

1. Click on Signup

2. Click on I am a parent

3. Under Profile – Enter First Name, Last Name, Email, and Re-Enter Email – Click Continue

4. Under Account – Create UserName, Password, and Re-Enter Password – Click Continue

5. Student Information – Enter First Name, Last Name, Date of Birth, and the **Student** Registration Key

6. Click Register

TIP When entering the First Name and Last Name it must match exactly what is in the Student Information system. (Refer to your student list in GradeBook to get exact name.)

➢ If student has two last names, both names must be entered

➢ If student has a hyphenated last name, must be entered with the hyphenation

➢ If a student has a nickname, must enter the official name (Alexis is called Lexi – Must enter Alexis)

User Names and Passwords

If you forget the user name or password:

Retrieving Username

1. On the Sign In screen, click **Can't access your account?** (Located under green Sign In key)
2. On the Account Recovery Screen, select **I forgot my user name**
3. Enter the email address associated with the parent account
4. Click **Continue**
5. Retrieve email

Retrieving Password

1. Click on **I forgot my password**
2. Enter user name
3. Click **Continue - A message displays indicating that an email containing instructions for resetting your password has been sent to you**
4. Go to your email account, and click the link to reset the password

   Note: The reset password link is only valid for 30 minutes. If the link expires, repeat the process of requesting a reset link.

5. Parent must enter a new password.

🔆 **TIP**   When retrieving a password, if a user name is entered that doesn't match the email that was used when setting up the account, an email will **not** be sent. Request the user name to make sure it is entered correctly. **See Retrieving User Name above.**

IMPORTANT: *We do not have the ability to know what the passwords are for the student or parent. We also cannot change the password for the student or parent.*

If a student/parent account has already been created, we cannot re-issue a registration key.

Account is Locked

After 5 unsuccessful attempts to sign in to Student Access, the system automatically locks the account. Wait 10 minutes, and then try again.

🔆 **TIP**   If the account continues to lock up, it is because the correct User Name is not entered. Retrieve User Name by following the steps above.