



PROGRESSBOOK GUIDE

Poland Local School District utilizes Progressbook Parent Access to post your child's grades, report cards, attendance information, and student fees.

CREATE ACCOUNT

1. In a web browser enter: <https://parentaccess.access-k12.org/>
2. On the Districts screen, select **Poland Local SD**. (This step may be skipped if your device saved your last selection.)
3. On the Parent Access Sign In screen, click **Sign up**.
4. On the Sign Up screen, click **I am a parent**.
5. On the Profile tab, under Parent Information, enter the following:
 - First Name (required)
 - Middle Name (optional)
 - Last Name (required)
 - Email (required)
 - Re-enter Email (required)
6. Click **Continue**.
7. On the Account tab, under Account Information, enter the following:
 - User name - Letters and/or numbers, 6 to 50 characters
 - Password - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
 - Re-enter Password - Must match password
8. Click **Continue**.
9. On the Student tab, under Student Information, enter the following:
 - First Name - Must exactly match the name on the registration letter from the school or district
 - Last Name - Must exactly match the name on the registration letter from the school or district
 - Date of Birth - xx/xx/xxxx
 - Registration Key - Provided on the registration letter from the school or district (not case sensitive)
10. If you have a registration key to enter for another child, click **Enter another registration key**, and repeat step 9
Note: If you have not received registration keys for all of your children, you can add children to your account at a later time. See "Add a Child to Your Account."
11. Click **Register**.

An account creation confirmation message displays, and you can now sign in to Parent Access. (See "Sign In to Parent Access.")





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SIGN IN TO PROGRESSBOOK

1. In a web browser enter: <https://parentaccess.access-k12.org/>

The Sign In screen displays for the last district you accessed on the computer you are currently using.

2. On the Sign In screen, enter your User name and Password.
3. Click Sign in.

RETRIEVE FORGOTTEN USERNAME

If you have forgotten your user name, you can request that the system email it to you.

1. On the Sign In screen, click **Can't access your account?**
2. On the Account Recovery screen, select **I forgot my user name.**
3. In the Please enter email field, enter the email address associated with your Parent Access account.
4. Click **Continue.** A message displays indicating that an email containing your user name has been sent to you.
5. Go to your email account to retrieve your forgotten user name.

RESET YOUR PASSWORD

1. On the login screen, click **Can't access your account?**
2. On the Account Recovery screen, select **I forgot my password.**
3. In the Please enter user name field, enter your user name.
4. Click **Continue.**

A message displays indicating that an email containing instructions for resetting your password has been sent to you.

5. Go to your email account, and click the link to reset your password.

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

6. On the Password Reset screen, in the New Password field, enter your new password.
7. In the Re-enter New Password field, enter your new password again.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

8. Click **Reset Password.**

The Sign In screen appears, and an email is sent to your account stating your password has been changed.



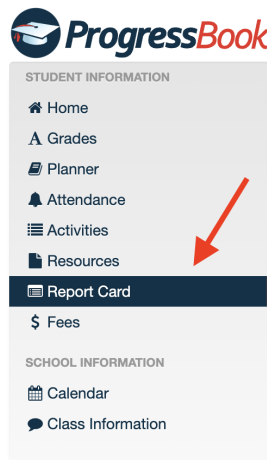
Interim Report Parent Instructions

Please Note: If you have forgotten your username or password you do not need another Registration Key. Click “Forgot your username or password?” link.



Instructions to view your Interim Report:

- Sign into your account as usual.
- Click on “Report Card” on the left side.



- Select the report you wish to view. If you would like a paper copy, click on “View Paper Report Card.”



Poland High School - Interim Report