

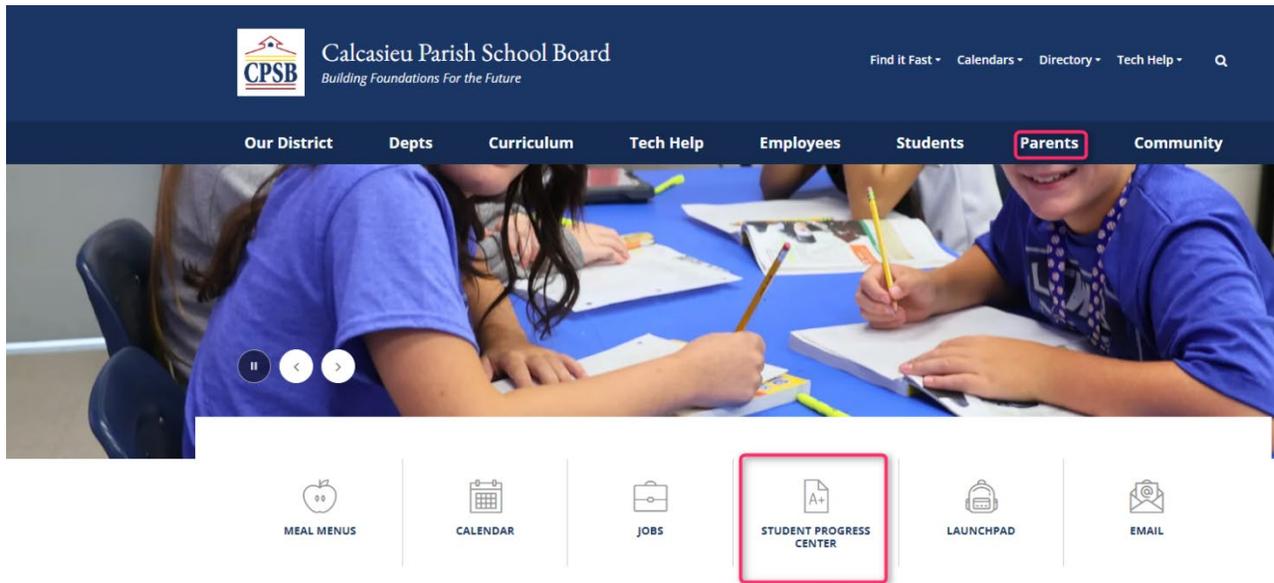
Parent Access to Student Progress Center (SPC)

Make sure you are using Google Chrome or Internet Explorer 9 or 10.

Choose Student Progress Center on the CPSB website. www.cpsb.org

It can also be found under the Parents tab.

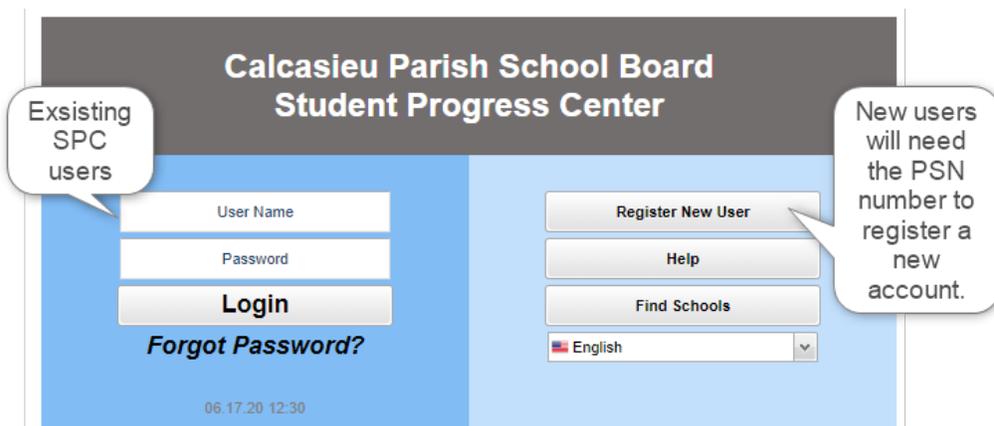
Another way is to type in this address: <https://jcampus.cpsb.org/progress>



SPC should be existing students that are verifying/updating student information to CPSB schools. Parents login to their Student Progress Center (SPC) account to update student information.

If the parent already has an SPC account, login on the **left side** with their username and password.

If the parent is using it for the first time, they will select "Register New User" on the **right side**. They must use their PSN numbers given to them by the school.



If they originally had an ORS account, their username and password can be what they created.

NEW USER:

“Register New User” will see the following screen. Fill out the other information. The parent information must match the student demographic information. The PSN number is provided by the student’s school.

Register New User

Step 1: Verification

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student’s school..

Relationship : Required

Last Name : Required

First Name : Required

PSN Number : Required

After you create a username and password, it will let you know the account was set up successfully.

Register New User

Step 2: User Creation

- Please enter a User Name, then enter the Password (twice).
- Select your secret questions and enter your answers.
- Click Complete to access your student’s information.

User Name : 6 - 20 characters

Password : 6 - 20 characters

Confirm Password :

Secret Question #1 : Required

Secret Answer #1 :

Secret Question #2 : Required

Secret Answer #2 :

You will then see this screen to verify/update your student’s information.

Click **START** to begin. Read each screen carefully and follow the directions on the screen.

Student Registration Update Instructions

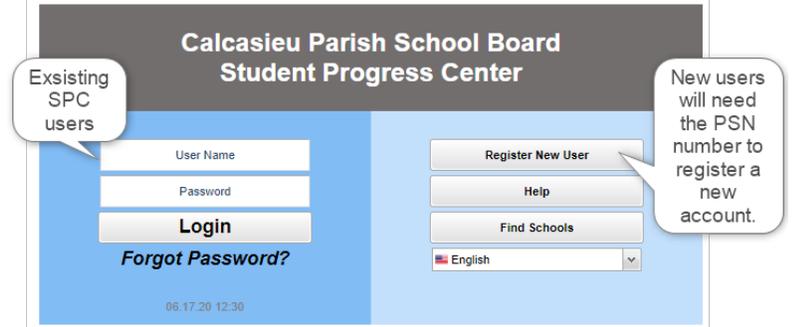
Please use this program to verify/update your child’s information in our system for the 2020-2021 school year.



EXISTING SPC USER:

If you have an SPC account, fill in username and password on the left side of this page to login.

You can update/verify you child's information

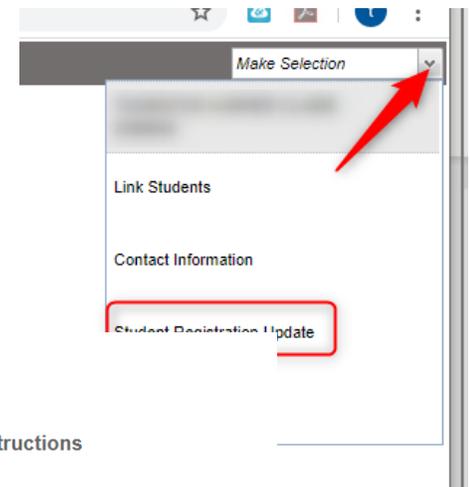


You will see this page with your child's picture.



Click on the top right "Make Selection" drop down box.

Select "Student Registration Update" to update your child's information for the new school year. This can also be used during the year to make any changes to your child's information.



Click "Start" to begin updating/verifying your child's information.

Student Registration Update Instructions

Please use this program to verify/update your child's information in our system for the 2020-2021 school year.



Go through each section listed below, verify the information or change if needed.

Select "Save and Continue" to proceed to the next section. You can go back by selecting the drop down arrow and selecting the section you need.

Student Information

- Student Information
- Physical Address
- Mailing Address
- Phone Numbers
- Permissions
- Submission

Verify the information in all of these sections. Some fields can only be changed by the school. Contact your child's school if needed.

The **Student Information** page is mainly for verification purposes. Please contact your child's school if any changes need to be made to the Student's Name, SS#, or Birth Date.

This information should appear exactly as it is listed on the birth certificate.

Student Information

Student Information

Enter the first, last and middle name of your child exactly as it is listed on the birth certificate.

Verify that the date of birth and Social Security number are entered correctly prior to proceeding.

All fields with a red * are required.

Student Name No Change

Male Female *

Click here if student is Hispanic: Yes No

* White

Jr/Sr etc. * Click for multiple ethnicities

* 02

*

Some of these fields cannot be changed. They are for verification only. Please notify your child's school to make any changes to this page.

Save and Continue

****A Physical Address change must be approved by the school with the proper documentation.**

You have the option to upload any documents needed to verify a new address.

You may also upload any other documents need by the school.

Click **“Save and Continue”** to proceed to the next section.

The screenshot shows a web form titled "Physical Address" with a dropdown menu at the top. Below the title are several input fields: "Apt, Lot, etc.", "LA" (with a dropdown arrow), and "Zip 4". There are also two radio button options for "Temporary Living Arrangement" and "Temporary Living Arrangement Hardship", both with "No" selected. Below these are two columns of "Address Verification" sections. Each section has a "Choose File to Upload" button and a "Max size 10.00 MB" label. The sections are labeled "Birth Certificate", "Custody Papers", "CWA Permit (Lake Charles Residents Only) Immunization Record", and "SSN Card". At the bottom are "Back" and "Save and Continue" buttons. Two callout boxes are present: one pointing to the "Physical Address" dropdown with the text "If a change is made to the Physical Address, the school cannot approve it until they receive proper documentation." and another pointing to the upload buttons with the text "You can upload any documents needed by the school."

Read each Permission and select **I agree** or **I decline**, enter your initials to sign and date, then click Save and Continue.

The screenshot shows a web form titled "Permissions" with a dropdown menu at the top. Below the title is a large text area containing instructions: "Read each Permission and select I agree or I decline under each Permission.", "Sign and date at the bottom of this screen then click Save and Continue.", and "Some permissions may not apply to your child at this time, but clicking I agree now will take care of that permission if needed in future years." Below the text is a section titled "Permissions" and a sub-section titled "Parent AUP" with a paragraph of text. At the bottom, there is a "Sign and date by entering your initials" callout box pointing to a "Your Initials" input field and a date input field containing "06/18/2020". Below these are "Back" and "Save and Continue" buttons.

July 7, 2020

October 23, 2024

The **Submission** page allows you to review your information if needed by clicking on the green check or red X under each category.

Once you have reviewed and verified all your information, **enter your name as the Signature** and click **SUBMIT**.

Submission

Submission

Prior to clicking the **Submit** button, please take a moment to review your application. Click on your student(s) name to verify that all of the information entered is accurate.

Name	Student Info	Physical	Mailing	Phone	Permissions
[Redacted]	✓	✓	✓	✓	✓

When you see green checks under each of the categories for each of your children, **sign and date** at the bottom of the screen. If there is a red **X** for any of the categories, you can click the **X** to return to that item to complete it.

Your electronic signature indicates that you have reviewed and verified all of the information on your application. Enter your name and click **Submit**. If you receive an error message, please make the necessary corrections and return to this screen by clicking **Review and Submit** on the menu to the left.

Your Signature [Redacted] 06/18/2020

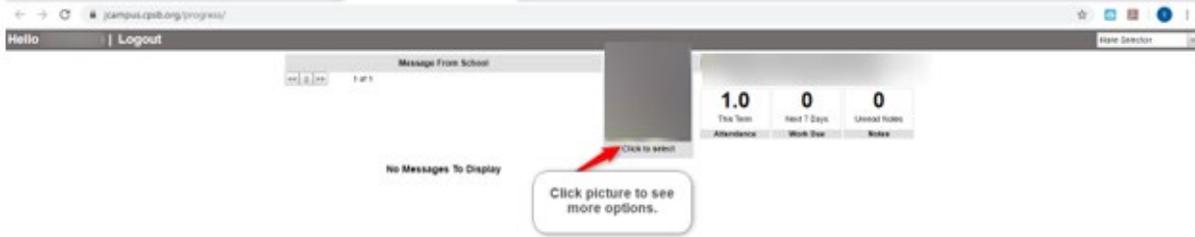
Back **Submit**

You will get a message stating “Submitted Successfully”. Click **Finish**.

Submitted Successfully

Finish

It will bring to your child's **Student Progress Center home page**. Click on the child's picture for more options.



Click on each tab at the top of the page to see detailed information about **Grades, Calendar, Attendance, Communication, and Documents**.

