ProgressBook© Online Grade Book Instructions (PARENT)

Welcome to the new ProgressBook© Parent Access grade book. Follow the instructions on this sheet to view your student's classroom progress. **Please save this paper for future reference.**

Student's name _____ Registration Key _____

How to create your account

Step 1:

Go to https://parentaccess.neonet.org and select the Cuyahoga Falls School District from the list.

Click here to register.

Select the *I am a parent* option.

Step 2: Enter Parent Information

Enter your first name, last name, email and re-enter your email address.

Click the continue tab when finished.

Step 3: Create a Parent Account

User name—6-50 characters (letters & numbers)

Password—1 letter, 1 number, 8-50 characters, case sensitive, cannot match user name

Step 4: Student Information

Enter student's first name, last name and registration key as shown in the box at the top of the instruction letter.

Enter the date of birth as mm/dd/yyyy

If you have another student to register click *enter another registration key.* When you are finished adding students, click **register.**

Account creation was successful.

Log in to your new account

Click to log into ProgressBook©

Progress Book For Parents

MISCELLANEOUS INFORMATION

ALERTS

High School and middle school parents can sign up to receive alerts for missing assignments and low assignment marks. The alert is sent to your email address. Click on **Alerts** (located under *family information)* to get started. The low assignment mark requires you to click on ***set low mark settings.*** You must then select the grade for the low mark. Update after your selections are complete.

MANAGE STUDENTS OPTION

This is where you can add a new student to your account. Students cannot have the same email as the parent.

Help is available by clicking the word "help" located in the top right corner.

TROUBLESHOOTING

CREATING STUDENT ACCOUNTS

Parents can create student accounts if they have a student registration key. If a student has already created the account, the parent cannot add a second account.

PASSWORDS AND USER NAME

The parent has to manage and create the account using the "key" provided at the beginning of this sheet. You must obtain your "key" from your school building. The key is only good for one time use. If the "key" is not working, you probably successfully logged into the grade book.

If you can't access your account **after** you have registered, you must return to https://parentaccess.neonet.org/ and click *Can't access your* *account.* **The school cannot see your password.**

The *I forgot my password* requires you to enter your username. A link to reset your password will be sent to your email. You only have 30 minutes to activate this link or you have to go through the process again.

The *I forgot my user name* requires your email address. The user name is sent to your email.

Locked Accounts—For security reasons, accounts will lock after 10 failed attempts to log into an account. You must wait 10 minutes to try again.