

# PROGRESS BOOK INSTRUCTIONS FOR PARENT ACCESS

**Student's Name:**

**Registration Key:**

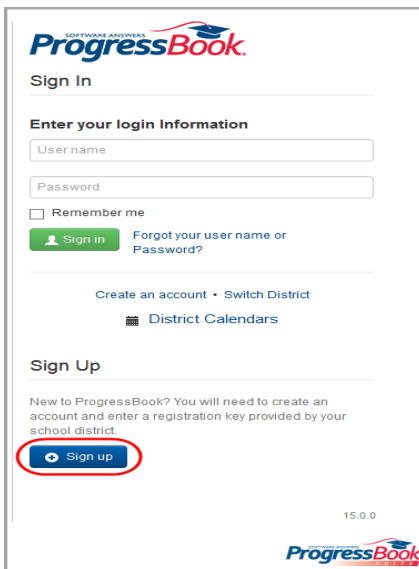
Homeroom: 3Fr

Grade Level: 3

Welcome to the ProgressBook© Parent Access grade book! The first time you enter the website, you will need to create an account. Follow the instructions on this sheet to view your student's classroom progress and to create a login for to view your student's assignments, grades, etc.

## Step 1: How to create your account

Go to [www.monroelocalschools.com](http://www.monroelocalschools.com). From the Parents tab, choose Progress Book.



The screenshot shows the ProgressBook login interface. At the top is the ProgressBook logo with the tagline 'SOFTWARE ANSWERS'. Below the logo is a 'Sign In' section with a heading 'Enter your login information'. It contains two input fields for 'User name' and 'Password', a 'Remember me' checkbox, and a green 'Sign in' button. A link for 'Forgot your user name or Password?' is also present. Below the sign-in section are links for 'Create an account', 'Switch District', and 'District Calendars'. The 'Sign Up' section follows, with a heading 'Sign Up' and a paragraph: 'New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.' A blue 'Sign up' button is circled in red. The version number '15.0.0' and the ProgressBook logo are at the bottom.

The first time you enter the website, you will need to **Click on Sign Up** to create an account.

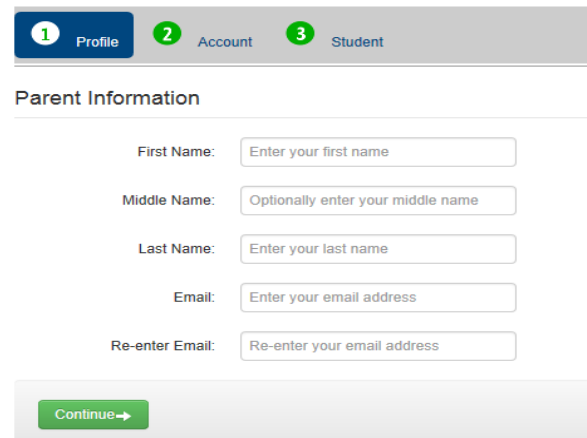
## Step 2: Registration

Click on "I Am a Parent".

Enter - Your Contact Information

All fields (except middle name) are required.

## Registration



The screenshot shows the registration process. At the top, there are three steps: '1 Profile' (selected), '2 Account', and '3 Student'. Below this is the 'Parent Information' section with the following fields: 'First Name' (required), 'Middle Name' (optional), 'Last Name' (required), 'Email' (required), and 'Re-enter Email' (required). A green 'Continue' button with a right-pointing arrow is at the bottom.

### Step 3: Account Details – Choose your own username and password

User Name—6-50 characters

Password--must contain at least 1 letter, 1 number, 8-50 characters, case sensitive, and cannot match the username

#### Account Information

User name:

Password:

Re-enter Password:

**Remember your User Name and Password. You will need this information to log into ProgressBook®.**

### Step 4: Link students to Account

This information can be found at the top of page one. It must be entered **EXACTLY** as shown. Enter birth date as mm/dd/yyyy

If you only have one student to enroll, click **REGISTER**. If you have additional students to add, click on Link another student to account and complete the required information. When you are finished adding students, click **REGISTER**.

**Registration process is complete.**

#### Registration

1 Profile 2 Account 3 Student

Student Information

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks:

The next time you access Parent Access, log in using your Username and Password.

### Step 5: Can't access your account?

If you have trouble with your account, go to the login page and select the **“Can't access your account”** option.

1. The **“I forgot my password”** will send an email to your account. The email link will be active for 10 minutes.
2. The **“I forgot my username”** will send the username to your email.
3. The **“My account has been locked”** option tells you the account is locked. It will unlock after 10 minutes. This is to protect your account.