

# Progress Book® Online Grade Book Set Up Instructions for Students

Welcome Progress Book® On line Grade Access. Follow the instructions on this sheet to **create** your student account to view your classroom progress. Once your account is set up, you will use the same account each year, so it is recommended that you create a user name and password that you will remember. **Please save this paper for future reference.**

## How to create your account

### Step 1:

Go to <http://www.twinsburg.k12.oh.us>, and use the drop down For Students, Parent Access (Gradebook)



Sign In

Enter your login information

User name

Password

Remember me

Forgot your user name or Password?

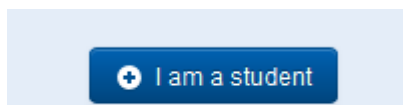
Create an account • Switch District

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

The first time you enter the website, you will need to create an account.

Choose the “I am a student” button.



### Step 2

#### Complete Student Information

##### 1 Student Information

First Name:

Last Name:

Date of Birth:

Email address is not required. If provided, it will only be used for password reset requests.

Email:

Re-enter Email:

Email address is optional for Student Accounts BUT please enter one if you have one. It is the **only** way to recover your password!

Registration Key—16 character key. **Type it exactly as shown.**

Student Name—use the legal name (No nicknames)

Last Name—Legal name

Birthdate—(\*mm/dd/yyyy)

### Step 3

##### 2 Account Information

Registration Key:

User name:

Password:

Re-enter Password:

User Name—6-50 characters

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

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

## Step 4



Sign In

Enter your login information

User name

Password

Remember me

[Sign in](#) [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

Log into Progress Book® using your User Name and Password.

At Home: Check “remember me” to have your user name appear the next time you log in.

## Miscellaneous Information

Once the registration key is used to register, you will not be able to use it again.

### Passwords & User Names

The school cannot see your user name or password. If you forget your login information, you must return to the website and click ***Forgot Username or Password*** (see below).

### Forgot Username or Password

If you have trouble with your account, go to the login page and select the “**Forgot your Username or Password**” option.

The “**I forgot my password**” will send an email to your account. The link will be active for 10 minutes.

The “**Forgot your user name option**” will send the user name to your email.

The “**My account has been locked**” option tell you the account is locked. It will unlock after 10 minutes. This is to protect your account.

**Reminder:** For grade posting issues, please contact your teacher.

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## Step 5 You are in Progress Book