Progress Book® Online Grade Book Set Up Instructions

Welcome Progress Book® Parent Access grade book. Follow the instructions on this sheet to **create** an account to view your student's classroom progress. Once your account is set up, you will use the same account each year. **Please save this paper for future reference.**

How to create your account – PLEASE use a computer, not a mobile device!

Step 1:

Go to https://parentaccess.neonet.org   and select the school district from the list.

ProgressBook.

Sign In

Enter your login Information

User name

Password

☐ Remember me

👤 Sign in   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.

⊕ Sign up

If you selected the wrong district, click here to return to the list of schools.

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

Step 2

Complete the Parent Information

Registration

Parent Information

First Name:

Middle Name:

Last Name:

Email:

Confirmation Email:

All fields (except middle name) are required.

Step 3

Account Information

User Name:

Password:

Confirm 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®.

Screen shots and information are from Progress Book® for training purposes. Please refer to the *Progress Book Beta Parent Access User Guide* for more information. This can be found on the district website.

Step 4

Student Information

Registration Key:

Student First Name (Legal Name):

Student Last Name:

Student Birthdate (mm/dd/yyyy):

Delete Student
Add Student

[Register] [Cancel]

Registration Key—provided at the top of the page. **Type it exactly as shown**.

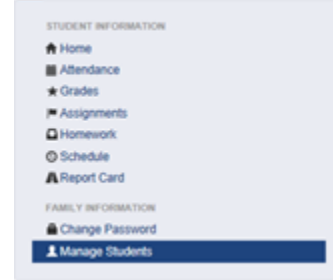Student Name—use the legal name (No nicknames)

Last Name—Legal name

Birthdate—(*mm/dd/yyyy)

If you only have one student to enroll, click *REGISTER*.

If you have additional students to add, click **add** student and complete the required information. When you are finished adding students, click **REGISTER.**

Step 5

ProgressBook

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.

Check "**remember me**" to have your user name appear the next time you log in.

Step 6 You are in Progress Book

Summary for JEFF HAAG

Change password and add new students to your account. See step 7 create a password for your student.

Shows the name(s) of the student(s) you registered.

JEFF HAAG

Step 7

**Creating an Account for a Student (Optional)
Do not set up THS students, they will create their own accounts.**

ParentAccess

Manage Students
Click on a student to create a student account

Donald

Link a new student

Create an account for your student by clicking on the student's name

Create Student Account For Donald
Student Username:

Student Password:

Student Password Confirmation:

Student Email (Optional but will give the student...)

Student Confirmation Email:

[Create Student Account] [Cancel]

Complete this information to allow, your student to use Progress Book to check assignments, grades, etc.

See Step 3 for user name and password rules. Email is optional, but it is the only way to retrieve a forgotten password. It cannot be the parent's email address.

Miscellaneous Information

Once the registration key is used to register, you will not be able to use it again. New this year, THS students will have the ability to create their own student account (additional information to follow).

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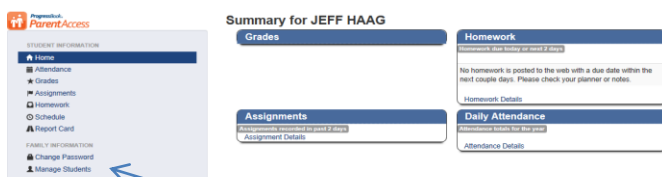
The **"Forgot your user name option"** will send the user name to your email.

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 child's teacher.

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