

## CREATING A PARENT ACCOUNT FOR THE NEW PARENT ACCESS BEGINNING IN 2013-2014 SCHOOL YEAR

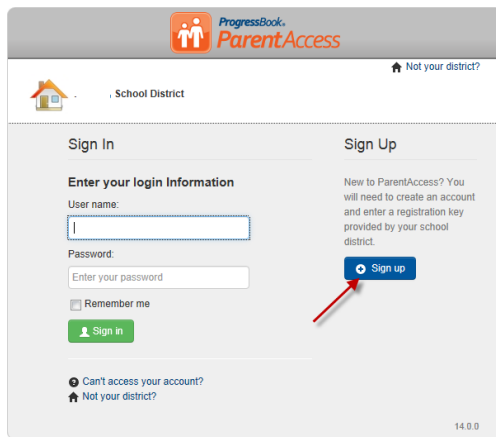
Dear Parents,

Welcome to the ProgressBook **NEW** Parent Access. The New Parent Access allows YOU to create your own user name and password. The user name and password that you used in the OLD Parent Access will not work in the NEW Parent Access. The process to create an account requires the use of a Registration Key. Below is your Parent Registration Key and your Child/Children's names. Please reference this information when creating a Parent Account.

Registration Key:

Your first step is the new Parent Access homepage : <https://www.parent.woco-k12.org>

- Click on your district link/logo
- Then click on "Create an Account"



The screenshot shows the ProgressBook Parent Access homepage. At the top, there is a logo for ProgressBook Parent Access and a link for "Not your district?". Below the logo, there is a "School District" dropdown menu. The main content area is divided into two sections: "Sign In" and "Sign Up". The "Sign In" section has fields for "User name:" and "Password:" with a "Remember me" checkbox and a "Sign in" button. The "Sign Up" section has a "Sign up" button. A red arrow points to the "Sign up" button. At the bottom of the page, there are links for "Can't access your account?" and "Not your district?".

- Select "Parent Account" on the next screen and click Start.

### Sign Up

Select the type of account you would like to create:



Parent

A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

[I am a parent](#)



Student

A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

[I am a student](#)

[Cancel](#)

- **Step 1** – Enter your Parent Information (parent First Name, parent Middle Name (optional), parent Last Name, parent Email Address, and re-enter parent Email Address).

Then click on “Continue”

- **Step 2** – Enter Parent Account Information
  - User Name – parent creates – use **ONLY** letters and numbers and 6 to 50 characters
  - Password – must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the **user name**
  - Re-enter Password – must match password

Then click on “Continue”

- **Step 3** – Student Information
  - Enter first student’s First Name, Last Name and Birthdate (the first and last names must match EXACTLY what is listed on this letter).
  - Registration Key – enter Parent Registration Key that was provided to you in this letter. **Not case sensitive.**

- If you have more than one child attending the school district, click on “Enter another registration key”, and perform this step again. **When you are finished registering all of your students, click on “Register”.**
- You should receive a message “Account creation was successful.”

If your Parent Account is registered successfully, you will be brought back to the Login screen so that you can sign in with your new parent account User Name and Password.

- On the Login screen in the **User Name** field, enter your user name.
  - **Note:** If you cannot remember your user name, click **“Can’t access your account?”**
  - On the **ProgressBook screen**, select the **“I forgot my username”** option.
  - In the **Please enter email field**, enter your registered email account.
  - Click **Continue**
  - Go to your email account, and view your user name.
- On the Login screen in the **Password** field, enter your password.
  - **Note:** if you cannot remember your password, click **“Can’t access your account?”**
  - On the **ProgressBook screen**, select the **“I forgot my password”** option
  - In the **Please enter username field**, enter your user name.
  - Click **Continue**
  - Go to your email account, and click the link to reset your password. The reset password link is only available for 10 minutes. **Enter your New Password and then Re-enter your New Password.**

ProgressBook

From here, you will be able to:

- Attach multiple children to a single login
- Navigate around your child’s information
- Create accounts for your student/s (if the student or school has not already done so).
- Set up Parent Alerts for your students
- We encourage all parents/guardians to take a few minutes to get acquainted with the NEW Parent Access software. Parent Access is an important means to support your child’s academic success!

Thank you,