

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

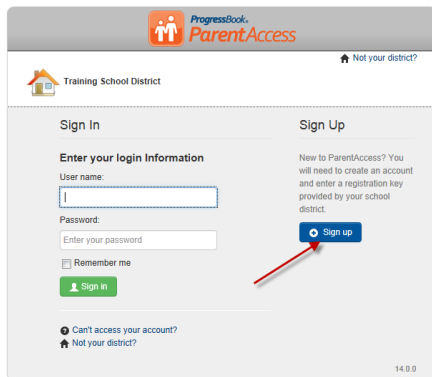
Dear Students,

Welcome to the ProgressBook **NEW** Parent Access. The NEW Parent Access allows YOU to create your 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 a student account requires the use of a Registration Key. Below is your Student Registration Key and your name as it appears in ProgressBook. Please reference this information when creating a Student Account.

Registration Key:

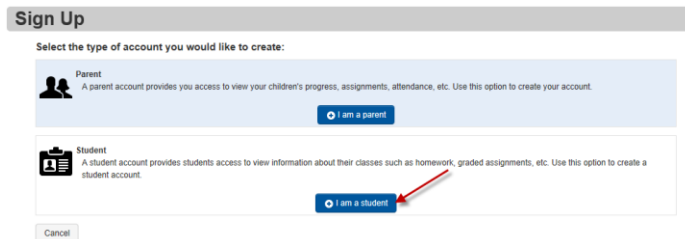
Your first step is the new Parent Access home page: <https://www.parent.woco-k12.org>

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



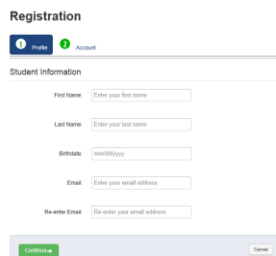
The screenshot shows the ProgressBook Parent Access interface. On the left, there is a 'Sign In' section with fields for 'User name' and 'Password', and a 'Sign in' button. On the right, there is a 'Sign Up' section with a 'Sign up' button. A red arrow points to the 'Sign up' button. The page also includes a 'Remember me' checkbox and a 'Can't access your account?' link.

- Select “Student Account” on the next screen and click Start



The screenshot shows the 'Sign Up' page with the heading 'Select the type of account you would like to create:'. There are two options: 'Parent' and 'Student'. The 'Student' option is selected, and the 'I am a student' button is highlighted with a red arrow. A 'Cancel' button is also visible at the bottom left.

- **Step 1** – Enter your Student Information (student First Name, student Last Name, student Birthdate, student Email Address, and re-enter student Email Address). **Note:** You do not have to enter your email address; however, if you forget your user name or password, you will not be able to retrieve your user name or reset your forgotten password. **The student’s First Name and Last Name must match EXACTLY what is listed on this letter.**



The screenshot shows the 'Registration' page with the heading 'Student Information'. There are five input fields: 'First Name', 'Last Name', 'Birthdate', 'Email', and 'Re-enter Email'. A 'Continue' button is highlighted with a red arrow at the bottom left, and a 'Cancel' button is at the bottom right.

Then click on “Continue”

- **Step 2 – Enter Student Account Information**
 - User Name – student 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**
 - Registration Key – **enter Student Registration Key provided to you in this letter. Not case sensitive.**
 - **Click “Register”**

- You should receive a message **“Account creation was successful”**.

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

- On the Login screen in the **User Name** field, enter your username.
 - **Note:** If you cannot remember your user name, click **“Can’t access your account?”**
 - **On the ProgressBook screen, select the “I forgot my username”**
 - **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”**
 - **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**

From here, you will be able to navigate around your student information from the teachers’ grade books.

We encourage all students to take a few minutes to get acquainted with the NEW Parent Access software.

Thank you!