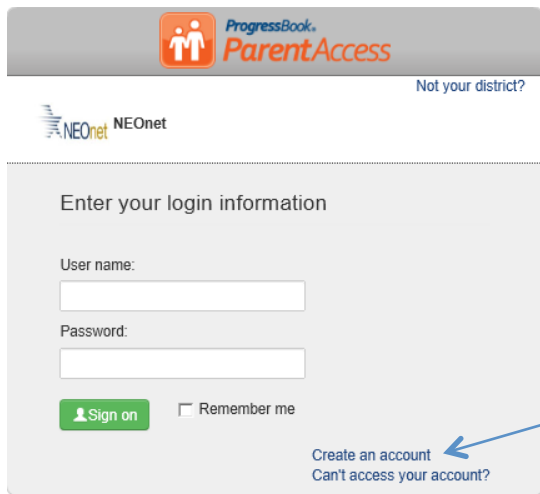# Progress Book® Online Grade Book Instructions

Welcome to the new Progress Book® Parent Access grade book. Follow the instructions on this sheet to view your student's classroom progress and to create a login for your student to view assignments, grades, etc.

How to create your account

Step 1:

Go to https://parentaccess.neonet.org/district/sp

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

All fields (except middle name) are required.

At this time, the email address cannot be changed. Use an email address that is not likely to change.

Step 3

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 by letter home. **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.**

Miscellaneous Information

Passwords & User Names

The parent has to manage and create the account using the "key" provided at the beginning of this sheet. The school cannot see your user name or password. If you forget your login information, you must return to the website and click *can't access your account (see below).* You cannot get this information from your school.

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.

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.

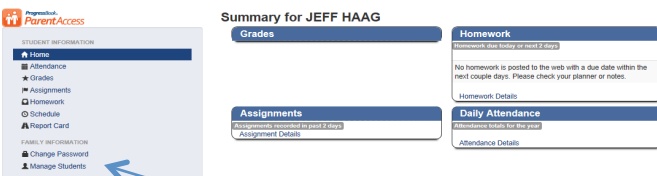**Alerts** for missing assignments and low marks are not available at this time.

Step 5

ProgressBook ParentAccess

Not your district?

NEOnet NEOnet

Enter your login information

User name:

Password:

[Sign on]   ☐ Remember me

Create an account
Can't access your account?

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

ProgressBook ParentAccess

STUDENT INFORMATION
🏠 Home
Attendance
★ Grades
Assignments
Homework
Schedule
Report Card
FAMILY INFORMATION
Change Password
Manage Students

Summary for JEFF HAAG

| Grades | | Homework |
Homework due today or next 2 days

No homework is posted to the web with a due date within the next couple days. Please check your planner or notes.

Homework Details

| Assignments | | Daily Attendance |
Assignments recorded in past 2 days
Assignment Details

Attendance totals for the year
Attendance Details

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