

How to Link Children in Parent Access

1. Log Into Parent Access

ProgressBook
ParentAccess

Not your district?

Enter your login information

User name:
djones72

Password:
.....

Remember me

[Create an account](#)
[Can't access your account?](#)

2. Click on Manage Students

ProgressBook
ParentAccess

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password
- Manage Students

Summary for Student's Name

Grades

Grades for Trimester 1

| Course | Grade | As Of |
|--------------------------|----------|----------|
| Informational Literacy 7 | 100.00 ? | 9/6/2012 |

[Grade Details](#)

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

Assignments recorded in past 2 days

PRE-ALGEBRA

| Date | Assignment | Mark |
|-------|-------------|------|
| Sep 7 | p.26 #14-47 | 5/5 |

[Assignment Details](#)

Daily Attendance

Attendance totals for the year

[Attendance Details](#)

3. Click on the 'Link a new student' Button

The screenshot shows the ParentAccess interface. On the left is a sidebar with a menu under 'STUDENT INFORMATION' (Home, Attendance, Grades, Assignments, Homework, Schedule, Report Card) and 'FAMILY INFORMATION' (Change Password, Manage Students). The 'Manage Students' option is highlighted in blue. On the right, the 'Manage Students' section has the heading 'Click on a student to create a student account' and two student profile icons. The top icon is labeled 'First students name'. The bottom icon has a dashed box around it with the text 'Link a new student' next to it. An orange arrow originates from this button and points to the 'Manage Students' button in the sidebar.

4. Fill in the information for the additional child

The screenshot shows the 'Link Student' form. The left sidebar is identical to the previous screenshot, with 'Manage Students' highlighted. The main content area contains the following fields: 'Student First Name:' with the value 'Janey', 'Student Last Name:' with the value 'Jones', 'Student Date of Birth:' with the value '10/25/2002', and 'Registration Key:' with the value '7CSTG3CBJ3M'. At the bottom of the form are two buttons: 'Link Student' and 'Cancel'. An orange arrow originates from the 'Link Student' button and points to the 'Link Student' button in the sidebar.

5. Click on the 'Link Student' Button

6. Look for the verification that the student was successfully linked

7. Click the Home Button

Link Student

The student has been successfully linked to your account

Student First Name:

Student Last Name:

Student Date of Birth:

Registration Key:

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password
- Manage Students

8. Change which child to view by clicking the student buttons at bottom of page

Summary for Student's Name

Grades

Grades for Trimester 1

| Course | Grade | As Of |
|--------------------------|----------|----------|
| Informational Literacy 7 | 100.00 ? | 9/8/2012 |

Assignments

Assignments recorded in past 2 days

| PRE-ALGEBRA | | |
|-------------|-------------|------|
| Date | Assignment | Mark |
| Sep 7 | p.20 #14-47 | 5/5 |

First Student Second Student