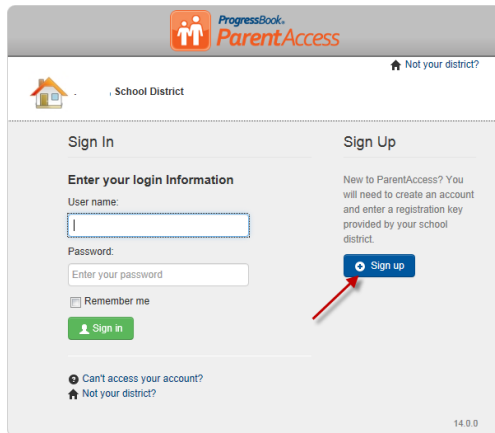


## CREATING A PARENT ACCOUNT FOR THE NEW PARENT ACCESS BEGINNING IN 2013-2014 SCHOOL YEAR

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”

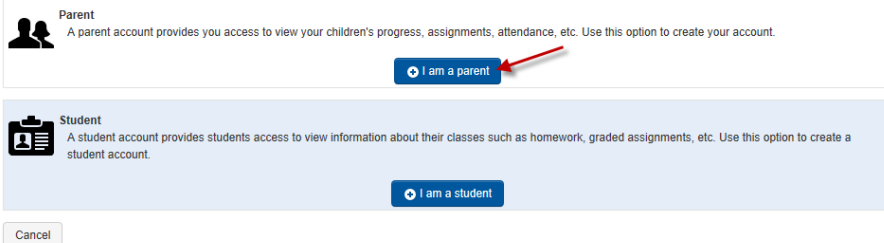


The screenshot shows the Parent Access homepage. At the top, there is a logo for ProgressBook ParentAccess and a home icon with the text "Not your district?". Below this, there is a "School District" dropdown menu. The main content area is divided into two columns: "Sign In" and "Sign Up". The "Sign In" column has a heading "Enter your login Information" and fields for "User name:" and "Password:". There is a "Remember me" checkbox and a green "Sign in" button. Below these are links for "Can't access your account?" and "Not your district?". The "Sign Up" column has a heading "Sign Up" and a paragraph: "New to ParentAccess? You will need to create an account and enter a registration key provided by your school district." A blue "Sign up" button is highlighted with a red arrow.

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

### Sign Up

Select the type of account you would like to create:



The screenshot shows the "Sign Up" screen. It has a heading "Sign Up" and a sub-heading "Select the type of account you would like to create:". There are two options: "Parent" and "Student". The "Parent" option is selected, indicated by a red arrow pointing to the "I am a parent" button. The "Parent" option includes a description: "A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account." The "Student" option includes a description: "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." There is a "Cancel" button at the bottom left.

- **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).

## Registration

Registration progress: 1 Profile, 2 Account, 3 Student. The 'Account' step is active.

Parent Information

First Name:

Middle Name:

Last Name:

Email:

Re-enter Email:

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**

## Registration

Registration progress: 1 Profile, 2 Account, 3 Student. The 'Student' step is active.

Account Information

User name:

Password:

Re-enter 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.**

## Sign Up

Create a parent account

Registration progress: 1 Profile, 2 Account, 3 Student. The 'Student' step is active.

Student Information

First Name:

Last Name:

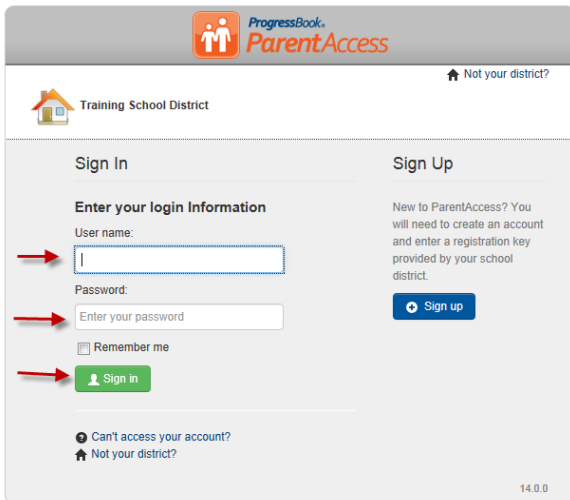
Date of Birth:

Registration Key:

Tests:

- 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.**



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,