

ProgressBook® Online Grade Book Instructions (PARENT)

Welcome to the ProgressBook® Parent Access grade book. **This is for New parent accounts ONLY.** Follow the instructions on this sheet to login and view your student's classroom progress. *Please save this paper for future reference.*

Student's name **Registration Key**

Step 1: How to create your account

Go to www.nlschools.org. Under **PARENTS** look for the Parents section. Click on **ProgressBook Parent Access**.



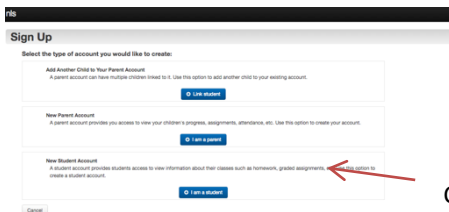
Click on [ProgressBook-Parent Access](#)



Select **NLS**



Click here to begin the registration process.



Click **I am a parent** button

Step 2: Enter Parent Information here

Sign Up

Create a parent account

1 Your Contact Information

First Name:

Last Name:

Email:
(Email address will only be used for password reset requests)

Re-enter Email:

Enter your first name, last name, email and re-enter your email address.

2 Account Details

User name:

Password:

Re-enter Password:

User name—6-50 characters (letters & numbers)

Password—1 letter, 1 number, 8-50 characters, case sensitive, it cannot be the same as your user name

3 Link Students to Account

Student 1

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks:

OR

Enter the registration key as shown in the box at the top of the instruction letter and the student's first/last name.

Enter the date of birth as mm/dd/yyyy

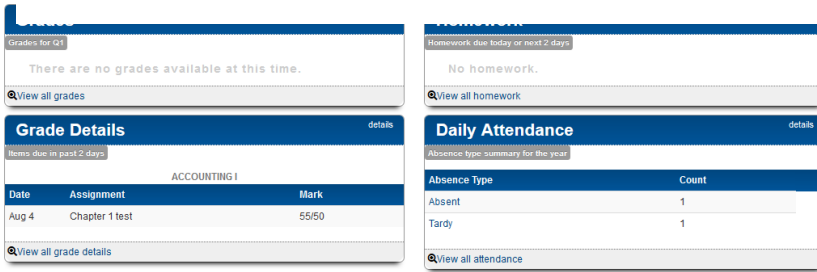
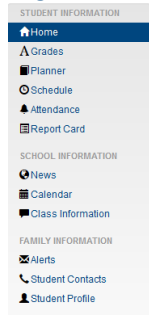
Click **register** to complete and create the account

If you have more than one student, click the **"link another student to account"** button. **NOTE:** Each child you link will need a different registration key.

Next: Log to the account using your new user name and password

Below is an example of a successfully created account

ProgressBook



The screenshot shows a dashboard with four main sections:

- Grades for Q1:** A message stating "There are no grades available at this time." with a "View all grades" link.
- Homework due today or next 2 days:** A message stating "No homework." with a "View all homework" link.
- Grade Details:** A table showing items due in the past 2 days for ACCOUNTING I.
- Daily Attendance:** A table showing absence type summary for the year.

MISCELLANEOUS INFORMATION

ALERTS: *High School* and *middle school* parents can sign up to receive alerts for missing assignments and low assignment marks. The alert is sent to your email address. Click on **Alerts** (located under *family information*) to get started. The low assignment mark requires you to click on **set low mark settings**. You must then select the grade for the low mark. *Update* after your selections are complete.

Help is available by clicking the word "help" located in the top right corner.

TROUBLESHOOTING

CREATING STUDENT ACCOUNTS: **Parents** can create student accounts if they have a student registration key. If a student has already created the account, the parent cannot add a second account. (Students cannot have the same email as the parent.)

PASSWORDS AND USER NAME: The parent has to manage and create the account using the "key" provided at the beginning of this sheet. You must obtain your "key" from your school building. The **key is only good for one time use.** If the "key" is not working, you may have already successfully logged into the grade book.

If you can't access your account **after** you have registered, you must return to <https://pa.neonet.org/district> and click **Forgot your user name or password.**

The school cannot see your password.

The **I forgot my password** requires you to enter your username. A link to reset your password will be sent to your email. You only have 30 minutes to activate this link or you have to go through the process again.

The **I forgot my user name** requires your email address. The user name is sent to your email.

Locked Accounts—For security reasons, **accounts will lock after 10 failed attempts to login.** You must wait 10 minutes to try again.

Screen shots and information are from ProgressBook® (Software Answers) for training purposes. Please refer to the *ProgressBook Parent Access User Guide*® for more information. This can be found on the district website.