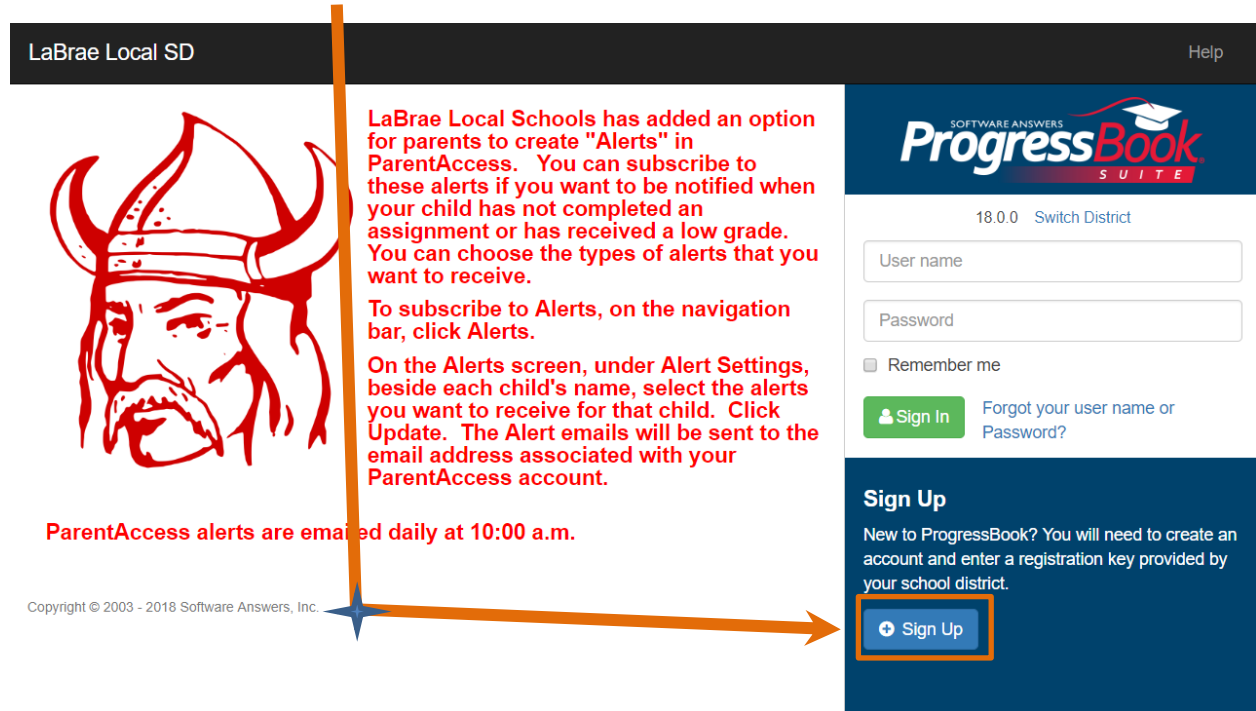



How to Create Your Parent Access Account

1. Click on the Sign Up Button



LaBrae Local SD Help



LaBrae Local Schools has added an option for parents to create "Alerts" in ParentAccess. You can subscribe to these alerts if you want to be notified when your child has not completed an assignment or has received a low grade. You can choose the types of alerts that you want to receive.

To subscribe to Alerts, on the navigation bar, click Alerts.

On the Alerts screen, under Alert Settings, beside each child's name, select the alerts you want to receive for that child. Click Update. The Alert emails will be sent to the email address associated with your ParentAccess account.

ParentAccess alerts are emailed daily at 10:00 a.m.

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ProgressBook
SUITE

18.0.0 [Switch District](#)

User name

Password

Remember me

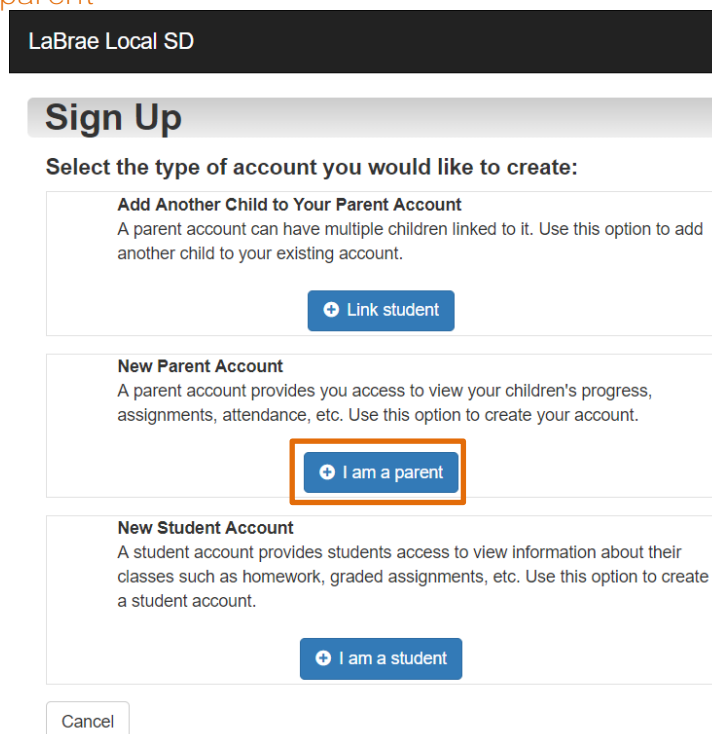
[Sign In](#) [Forgot your user name or Password?](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

[+ Sign Up](#)

2. Choose I am a parent



LaBrae Local SD

Sign Up

Select the type of account you would like to create:

Add Another Child to Your Parent Account
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

[+ Link student](#)

New Parent Account
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

[+ I am a parent](#)

New Student Account
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.

[+ I am a student](#)

[Cancel](#)

3. Fill in the following information

Sign Up

Create a parent account

1 Your Contact Information

First Name:

Last Name:

Email:
(Used for password reset requests and teacher communications)

Re-enter Email:

2 Account Details

User name: ✓ User name is available

Password: ✓ Password is acceptable

Re-enter Password: ✓ Passwords match

3 Link Students to Account

Student 1

Registration Key: ✓ Key format is valid


First Name:

Last Name:

Date of Birth:

Tasks:

or



Passwords must:

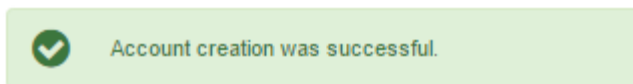
- Be a minimum of 8 characters
- Include at least 1 number & 1 letter

Registration Keys

These are provided by the school office. Contact the building secretary if you do not have a registration key.

4. Click on the Register Button


5. If your account is registered successfully, you will be brought to the screen below. Click on the text "Sign in to your new account"



[Sign in to your new account](#)

6. Enter your login information that you just created in Step 3

LaBrae Local SD
Help



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+ Sign Up

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6. View your child's information



STUDENT INFORMATION

Home

Grades

Planner

Schedule

Attendance

Resources

Report Card

SCHOOL INFORMATION

News

Calendar

Class Information

FAMILY INFORMATION

Alerts

My Account

Home

Grades details

Grades for Quarter 1

Course	Grade	As Of
SCIENCE 6TH	100.00 - A	Aug 17

[View all grades](#)

Grade Details details

Items due in past 2 days

SCIENCE 6TH		
Date	Assignment	Mark
Aug 17	Class Participation	9/9

SOCIAL STU 6TH		
Date	Assignment	Mark
Aug 18	Oceans and Continents quiz	/12

[View all grade details](#)

Homework details

Homework due today or next 2 days

No homework.

[View all homework](#)

Daily Attendance details

Absence type summary for the year

Absence Type	Count
Unexcused (EMIS)	4

[View all attendance](#)