

How to Link Additional Children in Parent Access

1. Once logged into Parent Access, click on My Account

The screenshot shows the ProgressBook Home page. The sidebar on the left is divided into three sections: STUDENT INFORMATION, SCHOOL INFORMATION, and FAMILY INFORMATION. The 'My Account' link is highlighted in blue in the FAMILY INFORMATION section. An orange arrow points from the 'My Account' link to the 'My Account' tab in the next screenshot.

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](#)

2. Click on the "My Students" tab

The screenshot shows the ProgressBook My Account page. The 'My Students' tab is highlighted in blue. An orange arrow points from the 'My Students' tab to the 'My Students' tab in the next screenshot.

My Account

[Change Password](#) [My Students](#)

Change your current password

Current Password:

New Password:

Re-enter New Password:

or

3. Click on the 'Link Another Student' Button

The screenshot shows the 'My Account' page with the 'My Students' tab selected. Below the tabs, there are two columns: 'Students' and 'Accounts'. The 'Students' column contains a table with columns 'Name', 'User name', and 'Id #'. One student is listed with a 'Reset Password' button. The 'Accounts' column contains a text prompt and a green 'Link Another Student' button. A light blue information box is also present.

My Account

Change Password | My Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #
[Redacted]	[Redacted]	[Redacted]

Reset Password

Accounts

Do you have another registration key? Use this option to add another student to your account.

Link Another Student

The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.

4. Fill in the information for the additional child, including the unique registration key for the 2nd child.

The screenshot shows the 'Link Another Student' form in the ProgressBook interface. On the left is a navigation menu with categories: STUDENT INFORMATION, SCHOOL INFORMATION, and FAMILY INFORMATION. The main content area is titled 'Link a student to this account' and contains four input fields: 'Registration Key' (PAVN73LKNR7M713), 'First Name' (Sammy), 'Last Name' (Jones), and 'Date of Birth' (03/09/2003). At the bottom are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Save' button to the text below.

ProgressBook

STUDENT INFORMATION

- Home
- Grades
- Planner
- Schedule
- Attendance
- Resources
- Report Card

SCHOOL INFORMATION

- News
- Calendar
- Class Information

FAMILY INFORMATION

- Alerts
- My Account**

My Account

My Students > Link Another Student

Link a student to this account

Registration Key: PAVN73LKNR7M713

First Name: Sammy

Last Name: Jones

Date of Birth: 03/09/2003

Save or Cancel

Click on the 'Save' Button

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

7. Click My Account

The screenshot shows the 'My Account' page with a sidebar on the left containing navigation options like Home, Grades, Planner, Schedule, Attendance, Resources, Report Card, News, Calendar, Class Information, Alerts, and My Account. The main content area has a header 'My Account' and a green success message: 'The student has been successfully added to your account.' Below this is a section titled 'Link a student to this account' with input fields for Registration Key, First Name, Last Name, and Date of Birth, and buttons for Save and Cancel.

8. You can change which child you are viewing from the 'My Students' tab

The screenshot shows the 'My Students' tab selected in the 'My Account' page. It displays a table of students with columns for Name, User name, and Id #. The first student is highlighted. Below the table is a notification: 'The student you are currently viewing is highlighted. Click on a student's name to change your active student. You can reorder your students by using the up and down arrows, or by dragging them.'

Name	User name	Id #	
[Redacted]	[Redacted]	20[Redacted]	Reset Password ↓
John [Redacted]	[Redacted]	25[Redacted]	Reset Password ↑