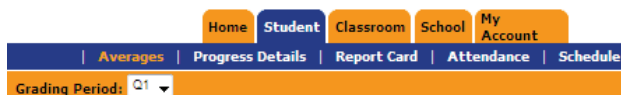




<http://parentaccess.ocps.net>

Use the login or user name and password your school provided to log in to the ProgressBook ParentAccess Web Site. Once you have logged in with that information, you may change your login name and password, as you desire.

After you have logged in to the ProgressBook ParentAccess Web Site for the first time, you should enter your e-mail address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your e-mail address for communication purposes.



The Student tab includes the information parents will view most frequently. Parents and students can view grades for classes, individual assignments, report card grades, attendance records, and class schedule.



The Classroom tab provides important information to students. Students and parents can check for homework assignments, view homework and activities for the month at a glance, and download any attachments the teacher may have posted to the class home page. If you have more than one student linked to your login account, you can select the appropriate student in the Student list on the Web site banner. See "Link My Accounts".



The My Account tab is the area where parents can edit their contact information, change their login and passwords, link accounts and manage their accounts.

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

You can also subscribe to the available alerts. You will receive an alert at the email address(es) you specify after the school has sent the alert on the specified day and time.

1. On the Manage Alerts section of the My Account tab, select the **check box next to the alert** you want to receive for each student that is associated with your account. **Note:** If your student's school does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school."
2. Type the **email address** to which you want the alerts sent in the Email address fields. **Note:** You may enter up to four email addresses and can update them at any time.
3. Click **Save**.

If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.

1. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed. **Note:** NA displays in the Grade column of a class that uses standards-based report cards because the low mark alert is not available at this time for these classes.
2. Click **Save**.