ParentAccess Instructions (PARENT)
The first time you enter the website, you will need to create an account. Welcome to the new ProgressBook© Parent Access grade book. Follow the instructions on this sheet to view your student’s classroom progress and to create a login for your student to view assignments, grades, etc. Please save this paper for future reference.

Student’s name:          Registration Key

How to create your account

Step 1
Go to https://parentaccess.swoca.net/districts and select the school district from the list.

Step 2
Select Parent
Complete the Parent Information

All fields (except middle name) are required.
Step 3

**Account Information**

- **User Name**: Create your user name
- **Password**: Create your password
- **Re-enter Password**: Re-enter your password

User Name—6-50 characters

Password—must contain at least 1 letter, 1 number, 8-50 characters, case sensitive, and cannot match the username

**Remember your User Name and Password. You will need this information to log into ProgressBook®.**

Step 4

**Registration**

- **Registration Key**: Enter a registration key
- **First Name**: Enter student's legal first name
- **Last Name**: Enter student's last name
- **Date of Birth**: mm/dd/yyyy

This information can be found at the top of page one. It must be entered EXACTLY as shown. Enter birth date as mm/dd/yyyy

If you only have one student to enroll, click REGISTER.

If you have additional students to add, click on enter another registration key and complete the required information. When you are finished adding students, click REGISTER.

**Registration process is complete.**

The next time you access ParentAccess log in using your Username and Password (step 3 above).

**Can’t access your account**
If you have trouble with your account, go to the login page and select the “Can’t access your account” option. The “I forgot my password” will send an email to your account. The email link will be active for 10 minutes. The “I forgot my username” will send the username to your email. The “My account has been locked” option tells you the account is locked. It will unlock after 10 minutes. This is to protect your account.