

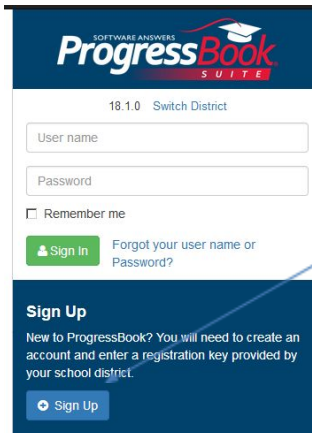
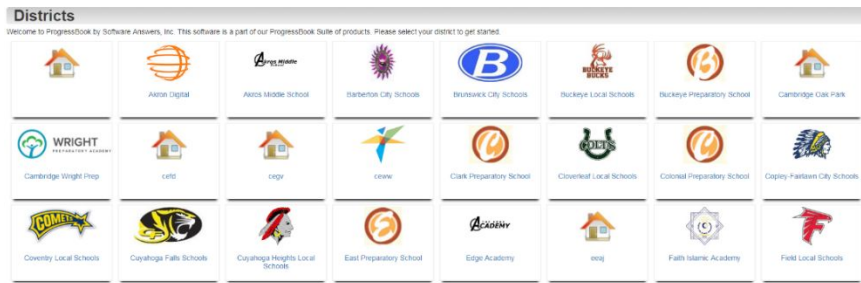
ProgressBook® Online Grade Book Instructions (PARENT)

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.

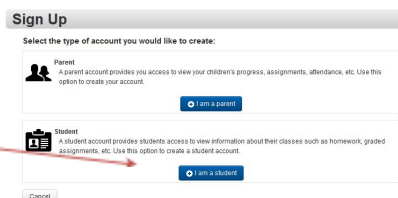
Step 1: How to create your account

Go to <http://www.fieldlocalschools.org/> Select Parent/Student Tools – ProgressBook Grade Viewer and select the Field district.



Click here to begin the registration process.

Click **I am a parent** button



Step 2: Enter Parent Information here

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

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

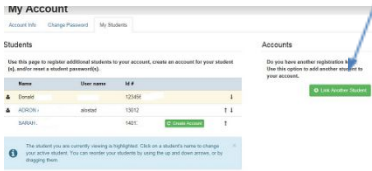
Enter the registration key as shown in the box at the top of the instruction letter and the student’s first/last name.
Enter the date of birth as mm/dd/yyyy

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.

MISCELLANEOUS INFORMATION

FAMILY INFORMATION-- My Account Option-- Use this to update your account information, change your password or work with student information.

My Students Tab: Use this page to link all your students to your account and to create an account for your student.



Parents can link a student using a student registration key.

If your student's name appears here and does **not** have a user name, you can create your student an account. (Students cannot have the same email as the parent.)

TROUBLESHOOTING

PASSWORDS AND USER NAME: The parent has to manage and create the account using the **(one time use)** “key” provided at the beginning of this sheet. You must obtain your “key” from your school building. 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 ***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 username is sent to your email. If you cannot remember the user name or password, start with the user name, then do the password option. **The school cannot see your password.**

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

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