

# How to Link Children in Parent Access

## 1. Log Into Parent Access

ProgressBook  
**ParentAccess**

Not your district?

Enter your login information

User name:  
djones72

Password:  
.....

Remember me

[Create an account](#)  
[Can't access your account?](#)

## 2. Click on Manage Students

ProgressBook  
**ParentAccess**

STUDENT INFORMATION

- Home
- Attendance
- Grades
- Assignments
- Homework
- Schedule
- Report Card

FAMILY INFORMATION

- Change Password
- Manage Students

### Summary for Student's Name

#### Grades

Grades for Trimester 1

Course	Grade	As Of
Informational Literacy 7	100.00 ?	9/6/2012

[Grade Details](#)

#### Homework

Homework due today or next 2 days

No homework is posted to the web with a due date within the next couple days. Please check your planner or notes.

[Homework Details](#)

#### Assignments

Assignments recorded in past 2 days

PRE-ALGEBRA

Date	Assignment	Mark
Sep 7	p.26 #14-47	5/5

[Assignment Details](#)

#### Daily Attendance

Attendance totals for the year

[Attendance Details](#)

### 3. Click on the 'Link a new student' Button

The screenshot shows the ParentAccess interface. On the left is a sidebar with a 'Manage Students' button highlighted in blue. On the right, the 'Manage Students' section contains a list of student profiles. The first profile is labeled 'First students name' and the second profile has a button labeled 'Link a new student' next to it. An orange arrow originates from the 'Link a new student' button and points to the 'Manage Students' button in the sidebar.

### 4. Fill in the information for the additional child

The screenshot shows the 'Link Student' form. The form fields are: Student First Name: Janey; Student Last Name: Jones; Student Date of Birth: 10/25/2002; Registration Key: 7CSTG3CBJ3M. At the bottom of the form are two buttons: 'Link Student' and 'Cancel'. An orange arrow originates from the 'Link Student' button and points to the 'Link Student' button in the left sidebar.

### 5. Click on the 'Link Student' Button

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

7. Click the Home Button

**Link Student**

The student has been successfully linked to your account

Student First Name:

Student Last Name:

Student Date of Birth:

Registration Key:

8. Change which child to view by clicking the student buttons at bottom of page

**Summary for Student's Name**

**Grades**

Grades for Trimester 1

Course	Grade	As Of
Informational Literacy 7	100.00 ?	9/8/2012

**Assignments**

Assignments recorded in past 2 days

PRE-ALGEBRA		
Date	Assignment	Mark
Sep 7	p.20 #14-47	5/5

First Student      Second Student