ProgressBook© Online Grade Book Instructions (PARENT)

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.**
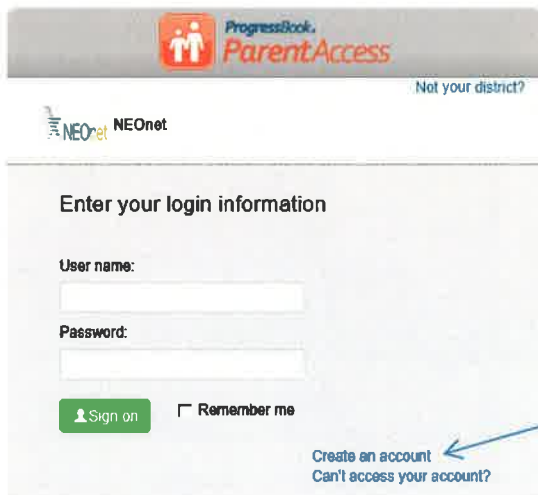
Student's name	Registration Key _

How to create your account

Step 1:

Go to http://pabeta.neonet.org/ and select the school district from the list.

If you selected the wrong district, click here to return to the list of schools.

The first time you enter the website, you will need to create an account.

Step 2

Select Parent

Complete the Parent Information

Registration

Parent Information

First Name:	Enter your first name
Middle Name:	Optionally enter your middle name
Last Name:	Enter your last name
Email:	Enter your email address
Confirmation Email:	Confirm your email address

All fields (except middle name) are required.

Step 3

Registration

Account Information

User name:	Create your user name
Password:	Create your password
Confirm Password:	Confirm 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 user name

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

Step 4

Registration

Student Information

Registration Key: _Enter a student registration key_

First Name: _Enter student's legal first name_

Last Name: _Enter student's last name_

Birthdate: _mm/dd/yyyy_

> This information can be gotten at the school or central office. It must be entered EXACTLY. Enter Birthdate as mm/dd/yyyy

↑ Remove from registration

Tasks: Enter another registration key

+Register   Cancel

> 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.**

Step 5

ProgressBook. ParentAccess

Not your district?

NEO NEOnet

Enter your login information

User name:

Password:

Sign on ☐ Remember me

Create an account
Can't access your account?

> Log into Progress-Book© using your User name and Password.

> Check "**remember me**" to have your user name appear the next time you log in.

Step 6   You are in ProgressBook

Summary for JEFF

Click here to add alerts, change your password or email, and to add new students to your account. See step 7 to add an account for your student.

Step 7

Creating an Account for a Student

Manage Students

Add a student
Do you have another registration key? Use this option to tie another student to your account.

Students without accounts

SARAH
This student does not have an account. Use this option to create a student account.

> Create an account for your student by clicking on the student's name

Step 8

Create Student Account

Student Username

Student Password

Student Password Confirmation

> Complete this information to allow, your student to use ProgressBook to check assignments, grades, etc.

Student Email (Optional but will give the student the ability to reset their own forgotten password)

Student Confirmation Email

Create Student Account   Cancel

> See Step 3 for user name and password rules. Email is optional, but it is the only way to retrieve a forgotten password. It cannot be the parent's email address.

Miscellaneous Information

Passwords & User Names

The parent has to manage and create the account using the "key" provided at the beginning of this sheet. **If you can't access your account after you have registered, you must return to the website http://pabeta.neonet.org/and click _Can't access your account (see below)_. The school cannot see your password.**

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.