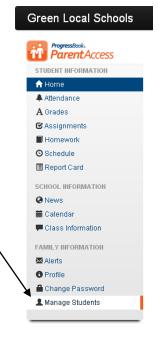
Add Students to your Existing Parent Access Account

1. Log in to ProgressBook via this link:

http://www.greenlocalschools.org/ProgressBookGradebook.aspx

- a. Select Green Local Schools from the list of districts.
- b. Enter your username and password; click Sign In.
- 2. Click the Manage Students link on the lower left side of your home page.
- 3. In the Accounts area, click **Register New Student** link.





- 4. Enter the student's first and last names exactly as they appear on your registration document*.
- 5. Enter the student's date of birth using the following format: MM/DD/YYYY
 - a. MM=two-digit numerical representation of the month of birth
 - b. DD=two-digit numerical representation of the day of birth
 - c. YYYY=four-digit numerical representation of the year of birth
- 6. Enter the student's registration key exactly as it appears on your registration document*. The registration key is case-sensitive.
- 7. Click Save. The student should now be linked to your existing account.
- 8. To navigate between students in your account, use the student icons at the bottom left side of the ProgressBook homepage.



*Registration documents for students in **grades 1-12** have been sent to parents via U.S. Mail.

Registration documents for **preschool and kindergarten** students will be mailed in early September. If you did not receive your registration document, please complete the report form at this link.