



# Create A Parent Access Account

How To Series by LACA

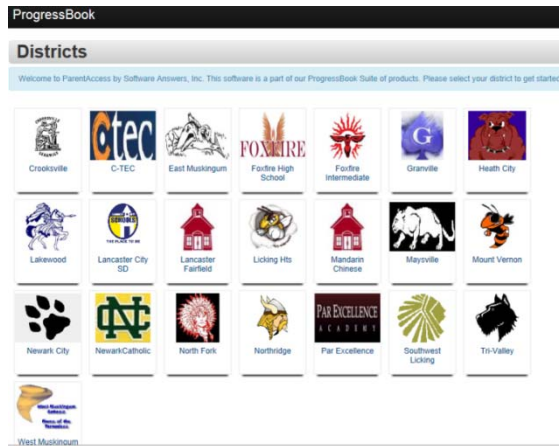
This document will show a parent/student how to create an account into Parent Access.



To create an account in ProgressBook Parent Access you will need to create an account and enter a registration key provide by your school district.

**STEP 1:** Using any web browser go to <https://parent.laca.org>.

**STEP 2:** Locate and click on the icon associated with your school district.



**STEP 3:** Click [Sign Up](#).

SOFTWARE ANSWERS  
**ProgressBook.**

Sign In

**Enter your login Information**

User name

Password

Remember me

**Sign In** [Forgot your user name or Password?](#)

[Create an account](#) • [Switch District](#)

Sign Up

New to ProgressBook? You will need to create an account and enter a registration key provided by your school district.

**Sign Up**



# Create A Parent Access Account

**STEP 4:** The next screen gives you the option to choose to link a student to an existing parent account, sign up as a parent or student (below). **Both sections require a registration key which is provided by the school district.** Based on your selection (parent or student) fill in all appropriate screens and on the last screen click **Register**.

## Sign Up

Select the type of account you would like to create:

**Add Another Child to Your Parent Account**  
A parent account can have multiple children linked to it. Use this option to add another child to your existing account.

[+ Link student](#)

**New Parent Account**  
A parent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.

[+ I am a parent](#)

**New Student Account**  
A student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a student account.

[+ I am a student](#)

[Cancel](#)

**Note: an email account is not required for a student to register.**

**Sign Up**  
**Create a parent account**

**1 Your Contact Information**

First Name:

Last Name:

Email address will only be used for password reset requests.

Email:

Re-enter Email:

**2 Account Details**

User name:

Password:

Re-enter Password:

**3 Link Students to Account**

Student 1

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks: Link another student to account

[+ Register](#) [Cancel](#)

**Sign Up**  
**Create a student account**

**1 Student Information**

First Name:

Last Name:

Date of Birth:

Email address is not required. If provided, it will only be used for password reset requests.

Email:

Re-enter Email:

**2 Account Information**

Registration Key:

User name:

Password:

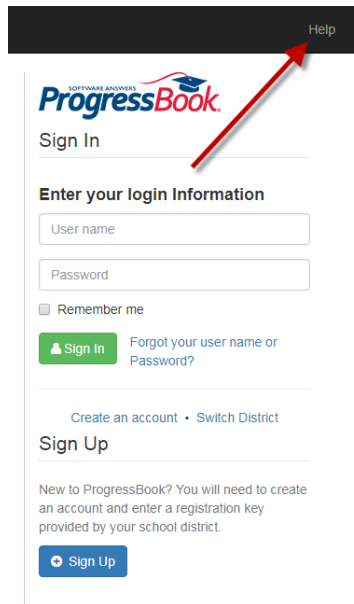
Re-enter Password:

[+ Register](#)



# Create A Parent Access Account

**\*Note:** Click on the Help link for documentation.



**STEP 5:** If your account is registered successfully, you will be brought back to the login screen that you can sign in with your new account.

**STEP 6:** If logging in as a Parent you can click on **Manage Students** to add other students to this account.

