



Create A Parent Access Account

How To Series by LACA

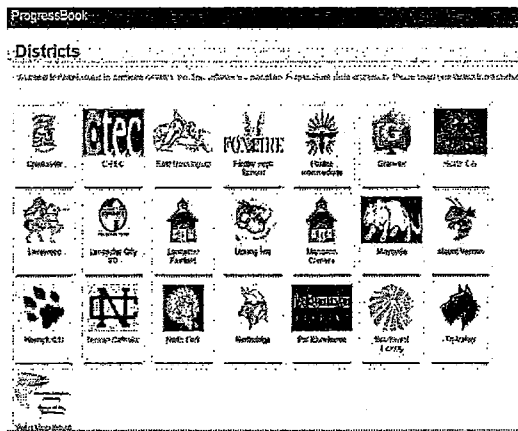
This document will show a parent/student how to create an account into Parent Access.



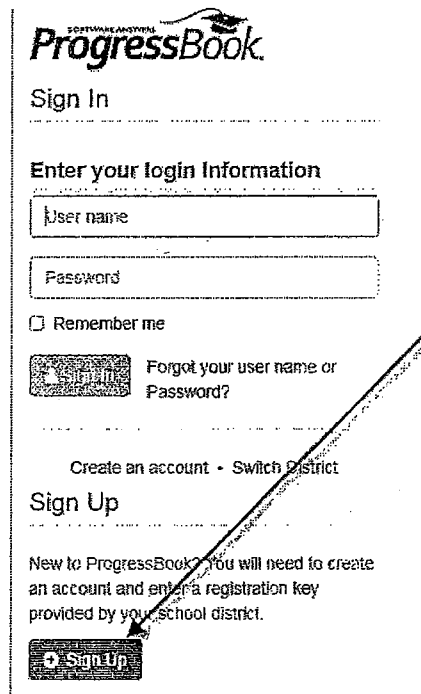
To create an account in ProgressBook Parent Access you will need to create an account and enter a registration key provide by your school district.

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.



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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.

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.

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.

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:

Please include your phone number for emergency notifications.

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:

Note: An account is created for each child.

Sign Up

Create a student account

1 Student Information

First Name:

Last Name:

Date of Birth:

Please include your phone number for emergency notifications.

Email:

Re-enter Email:

2 Account Information

Registration Key:

User name:

Password:

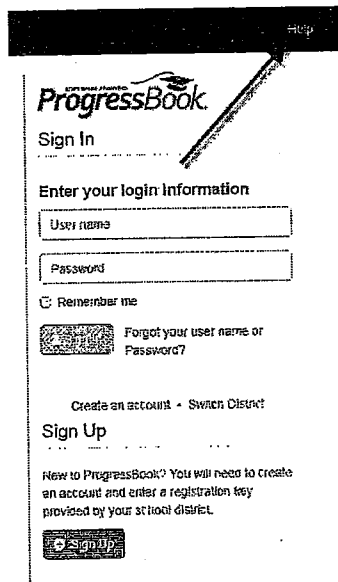
Re-enter Password:



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*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.

