

PROGRESS BOOK PARENT ACCESS

Creating Parent Accounts & Linking Students



Welcome to Progress Book Parent Access. Parent Access allows you to create your own user name and password. The process to create an account or link a student to your existing account requires the use of your child's name, registration key (as provided to you), and birth date. Please reference the below information when creating a parent account.

Student Name:

Parent Access Registration Key:

Step 1: Go to the Minster Schools homepage: www.minsterschools.org. Under the "For Parents" tab, select Progress Book (Parent Access). Then, again click Progress Book Parent Access (the first bullet).

- If you don't already see the Minster logo, please select it from the various options.

Step 2: Click on the blue "Sign Up" box...

- IF you are creating an account for the first time, click "I am a Parent" and proceed to Step #3.
- IF you would like to add a child to your existing account, click "Link Student" and proceed to **Step #6 below**.
- NOTE: The school creates student accounts for each child (grades 4 and above). Send any questions relating to student accounts to lisa.schemmel@minsterschools.org.

Step 3: Enter your contact information and account details:

User Name: Parent Creates – Use ONLY letters and numbers - 6 to 50 characters - NO special characters

Password: Must contain 1 letter, 1 number - 8 to 50 characters - case sensitive and cannot match the user name

Step 4: Link your first student to the account (using the registration key provided at the top of this letter).

TIP: If you have multiple children to link, we strongly recommend adding them from oldest to youngest – in the past this has solved some problems with account creation.

PLEASE enter all information CAREFULLY as most problems trace back to this step.

- Be sure to use the student's legal name that is on file with the school (James vs. Jim, etc).
- Be sure to use the proper 8-digit format for entering a birth date (MM/DD/YYYY).

* You then have the option to link additional students to your account.

Step 5: Click "Register" to receive a confirmation. Return to the home screen and you should be able to log in.

TO ADD STUDENTS TO AN EXISTING PARENT ACCESS ACCOUNT...

Step 6: After clicking "Link Student" you will be asked to log in to your existing account.

Enter your student's information (using the registration key provided at the top of this letter).

PLEASE enter all information CAREFULLY as most problems trace back to this step.

- Be sure to use the student's legal name that is on file with the school (James vs. Jim, etc).
- Be sure to use the proper 8-digit format for entering a birth date (MM/DD/YYYY).

Step 7: Click "Save" to receive a confirmation. Return to the home screen to repeat the process as often as necessary.

For further assistance, contact lisa.schemmel@minsterschools.org