

Welcome to ProgressBook

“Parent Access”

Parent Access is a school-to-home communication tool that lets you view your child’s grades, homework, schedule, attendance and report card information. In addition, Parent Access gives you class and school news, calendars and forms so you can keep up-to-date on what is happening at school.

Create Account

1. In a web browser enter: <https://parentaccess.access-k12.org/> or go to www.crestviewrebels.org click Forms & Links then Parent Access to Progress Book
2. On the **Districts** screen, select Crestview Local. The system will remember your selection the next time you log in on the same machine.
3. On the Parent Access **Sign In** screen, click **Sign up**.
4. On the **Sign Up** screen, click **I am a parent**.
5. On the **Profile** tab, under **Parent Information**, enter the following:
 - **First Name** (required)
 - **Middle Name** (optional)
 - **Last Name** (required)
 - **Email** (required)
 - **Re-enter Email** (required)
6. Click **Continue**.
7. On the **Account** tab, under **Account Information**, enter the following:
 - **User name** - Letters and/or numbers, 6 to 50 characters
 - **Password** - Must contain 1 letter, 1 number, 8 to 50 characters, case sensitive and cannot match the user name
 - **Re-enter Password** - Must match password
8. Click **Continue**.
9. On the **Student** tab, under **Student Information**, enter the following:
 - **First Name** – Must exactly match the name on the registration letter from the school or district
 - **Last Name** – Must exactly match the name on the registration letter from the school or district
 - **Date of Birth** – xx/xx/xxxx
 - **Registration Key** - Provided on the registration letter from the school or district (not case sensitive)
10. If you have a registration key to enter for another child, click **Enter another registration key**, and repeat *step 9*

Note: If you have not received registration keys for all of your children, you can add children to your account at a later time. See “Add a Child to Your Account.”
11. Click **Register**.

An account creation confirmation message displays, and you can now sign in to Parent Access. (See “*Sign In to Parent Access.*”)

Sign In to Parent Access

1. In a web browser enter: <https://parentaccess.access-k12.org/> or go to www.crestviewrebels.org click Forms & Links then Parent Access to Progress Book

The **Sign In** screen displays for the last district you accessed on the computer you are currently using.

2. On the **Sign In** screen, enter your **User name** and **Password**.
3. Click **Sign in**.

What to Do If Your Account Is Locked

If you are unsuccessful after 5 attempts to sign in to Parent Access, the system automatically locks your account. Wait 10 minutes, and then try again.

Retrieve Forgotten User Name

If you have forgotten your user name, you can request that the system email it to you.

1. On the **Sign In** screen, click **Can't access your account?**
2. On the **Account Recovery** screen, select **I forgot my user name**.
3. In the **Please enter email** field, enter the email address associated with your Parent Access account.
4. Click **Continue**.

A message displays indicating that an email containing your user name has been sent to you.

5. Go to your email account to retrieve your forgotten user name.

Reset Your Password

If you have forgotten your password, this topic is for you. You can request that the system email you instructions on how to reset it.

1. On the login screen, click **Can't access your account?**
2. On the **Account Recovery** screen, select **I forgot my password**.
3. In the **Please enter user name** field, enter your user name.
4. Click **Continue**.

A message displays indicating that an email containing instructions for resetting your password has been sent to you.

5. Go to your email account, and click the link to reset your password.

Note: The reset password link is only valid for 30 minutes. If the link expires, you must repeat the process of requesting a reset link.

6. On the **Password Reset** screen, in the **New Password** field, enter your new password.
7. In the **Re-enter New Password** field, enter your new password again.

Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the user name.

8. Click **Reset Password**.

The **Sign In** screen appears, and an email is sent to your account stating your password has been changed.