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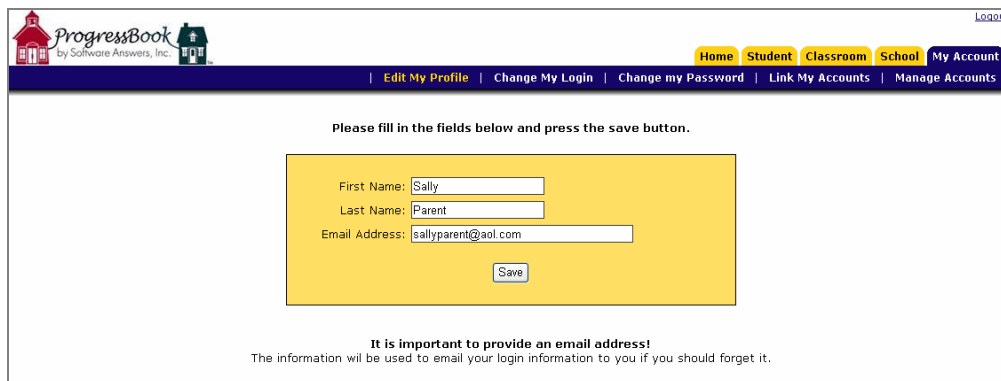
## My Account

### Profile

After you have logged in to the Parent Access Web Site for the first time, you should enter your email address. Then if you lose your login information, you can request that it be sent to you. In addition, your student's teachers will have your email address for communication purposes.

#### Edit your Profile

1. On the My Account tab, click **Edit My Profile**.
2. Change the **first name** and/or **last name**, if necessary.
3. Type your **full email address** in the Email Address field.
4. Click **Save**.



ProgressBook  
by Software Answers, Inc.

Logout

Home Student Classroom School My Account

| Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Accounts

Please fill in the fields below and press the save button.

First Name: Sally

Last Name: Parent

Email Address: sallyparent@aol.com

Save

**It is important to provide an email address!**  
The information will be used to email your login information to you if you should forget it.

## Login

You may change your login name, if desired.

### Change your Login

1. On the My Account tab, click **Change My Login**.
2. Type the **login name** the school provided you in the Current Login Name field.
3. Type the **password** the school provided you in the Password field.
4. Type your new **login name** in the New Login Name field.
5. Click **Save**.

The screenshot shows the ProgressBook website interface. At the top left is the logo for ProgressBook by Software Answers, Inc. On the right, there is a 'Logout' link. Below the logo is a navigation bar with tabs for Home, Student, Classroom, School, and My Account. Under the My Account tab, there are links for Edit My Profile, Change My Login (which is highlighted), Change my Password, Link My Accounts, and Manage Accounts. The main content area contains a yellow box with the instruction: 'Please fill in the fields below and press the save button.' Inside this box are three input fields: 'Current Login Name' with the value 'Sally', 'Password' with masked characters '\*\*\*\*\*', and 'New Login Name' with the value 'SA' and a red asterisk indicating a required field. A 'Save' button is located at the bottom of the yellow box.

## Password

You may change your password, if desired.

### Change your Password

1. On the My Account tab, click **Change my Password**.
2. Type your **current password** in the Current Password field.
3. Type your **new password** in the New Password field.
4. Type the **new password** again in the Confirm Password field.
5. Click **Save**.

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## Accounts

### Link Accounts

You can use one login name and password to access multiple student accounts in a school district by linking them.

1. On the My Account tab, click **Link my Accounts**.
2. Type the **login name** of one of the student accounts, other than the one you are currently logged in as, in the Login Name field.
3. Type the **password** for that student account in the Password field.
4. Click **Link**.

The names of the students linked to your account display under the login box.

ProgressBook by Software Answers, Inc. Home Student Classroom School My Account Logout

Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Accounts

If you have multiple students and wish to access them from the same account complete the box below.  
Enter the user id and password assigned to you for the student that you would like to link.

Login Name: Parent  
Password: \*\*\*\*\*  
Link

The following students are linked to this account:  
Jennifer, Adelaide

### Manage Accounts

You may reset your student's password to the Parent Access Web Site in case the student forgot it or shared it with other students.

1. On the My Account tab, click **Manage Accounts**.
2. On the Manage Accounts section of the My Account tab, select the appropriate student and click the **Click here to reset [student's name] password** link.
3. On the Reset password confirmation window, click **OK**.

The student's new password displays.

ProgressBook by Software Answers, Inc. Home Student Classroom School My Account Logout

Edit My Profile | Change My Login | Change my Password | Link My Accounts | Manage Accounts

The following students are linked to your account:

Name	User ID	Password
Jennifer	AdamczykJ005455	<a href="#">Click here to reset Jennifer's password</a>
Adelaide	NaderA009061	<a href="#">Click here to reset Adelaide's password</a>

Adelaide's password was changed to Adelaide6897