

## Creating Parent Accounts

To view a video of this procedure, go to:

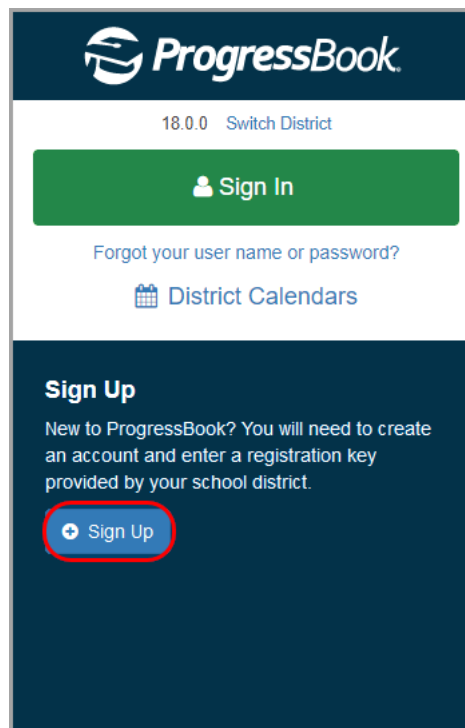
<https://youtu.be/A2UToYtcekI>

**Note:** *Though your child may be allowed or required to log in using another service, such as Google™, parents do not currently have this option.*

1. In a web browser, enter the URL provided by your child's school or district.
2. On the **Districts** screen, select your child's school district. The system will remember your selection the next time you log in on the same machine.



3. On the ProgressBook **Sign In** screen, click **Sign up**.



4. On the **Sign Up** screen, click **I am a parent**.

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## 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

5. Below **Your Contact Information**, enter the following:

- **First Name**
- **Last Name**
- **Email**
- **Re-enter Email**

6. Below **Account Details**, enter the following:

- **User name** – Letters and/or numbers (6 to 50 characters)
- **Password** – Must contain 1 letter, 1 number, and 8 to 50 characters; must be case sensitive; cannot match the user name
- **Re-enter Password** – Must match password

7. Below **Link Students to Account**, enter the following:

- **Registration Key** – Provided on the registration letter from the school or district (not case sensitive)

**Note:** The registration key to create a parent account begins with "PA."

- **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**

8. (Optional) If you have a registration key to enter for another child, click **Link another student to account**, and perform [step 7](#) again.

**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 ["Adding a Child to Your Account."](#)

9. Click **Register**.

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## Sign Up

Create a parent account

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**1** Your Contact Information

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First Name:

Last Name:

Email:   
(Used for password reset requests and teacher communications)

Re-enter Email:

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**2** Account Details

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User name:  ✓ User name is available

Password:  ✓ Password is acceptable

Re-enter Password:  ✓ Passwords match

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**3** Link Students to Account

---

Student 1

Registration Key:  ✓ Key format is valid

First Name:

Last Name:

Date of Birth:

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Tasks:

or

An account creation confirmation message displays, and you can now sign in to ProgressBook. (See [“Signing In to ProgressBook \(Standard\).”](#))

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