Progress Book

Parent Access Manual

Version 1
12/08/03

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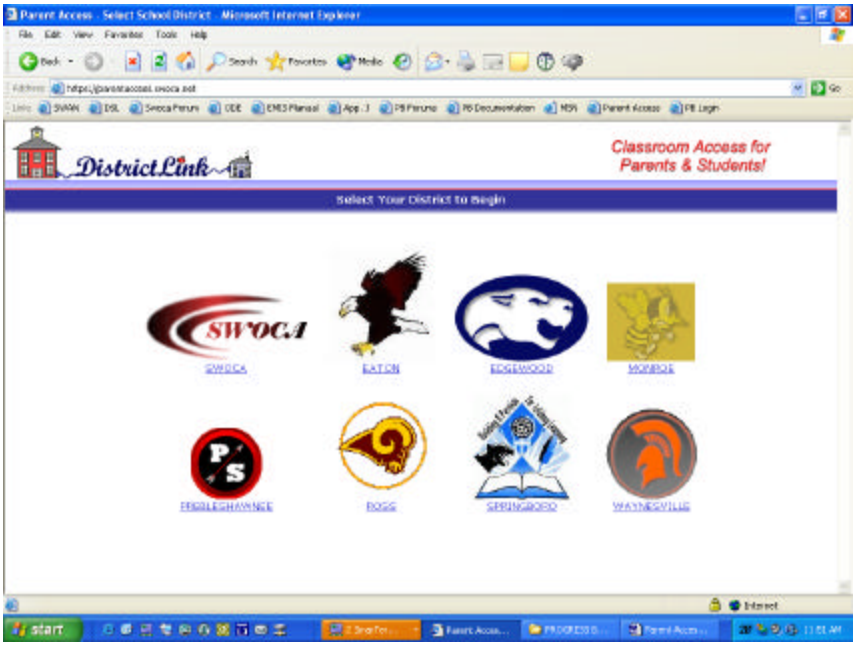
Login

Internet Explorer 5.5 or later for Windows
Internet Explorer 5.1.x or later for Macintosh

Using Internet Explorer, enter the URL below

https://parentaccess.swoca.net



Click on your district's name.

Enter the “User Name” and “Password” provided to you by our school district in the boxes provided then click on the “Login” button.

If this is your first time visiting Parent Access you will be prompted to enter information about your account.

Parent Setup Options

Enter Contact Information

First Name: - Enter your first name in the box provided.

Last Name: - Enter your last name in the box provided.

Email Address: - Enter your valid email address in the box provided.

Note: Your email address is needed in the event that you lose your Login and or Password. You may request for it to be sent to your email address if needed. Your email address will not be posted within Progress Book.

Change Your Login Name

You may change your Login Name to your liking.

Enter your “Current Login Name” and “Current Password” in the boxes provided.

Note: This is the Login Name and Password given to you by your district.

Enter your “New Login Name” in the box provided.

Click on the Save button when finished.

Change Your Password

You may change your password to your liking.

Enter your “Current Password” in the box provided.

Note: This is the Password given to you by your district.

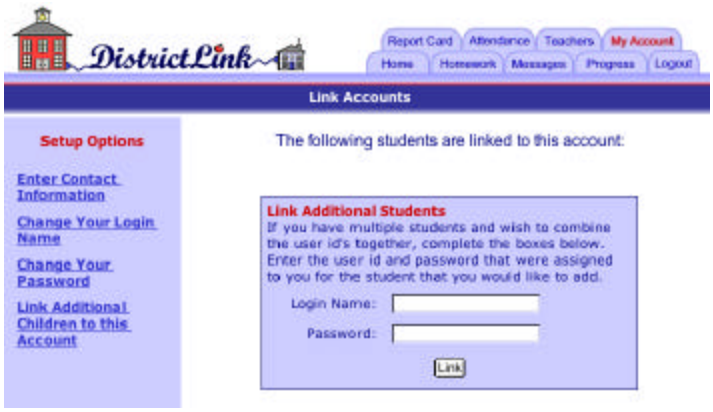
Enter your “New Password” in the box provided.

Confirm your new password by entering it in the Confirm Password box.

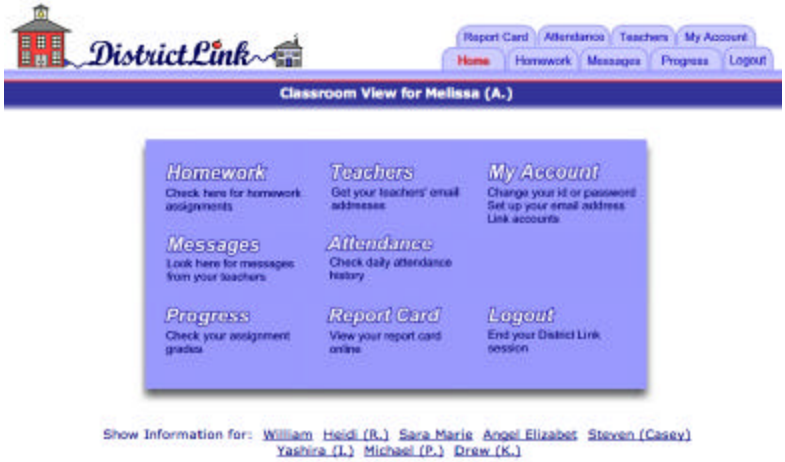
Click on the Save button when finished.

Link Additional Children to this Account

If you have multiple students within the district and wish to combine the user id's given to you by your school district enter their Login Name and Password in the boxes provided and then click on the Link button. You will now be able to access all of your children's information with one login and password.



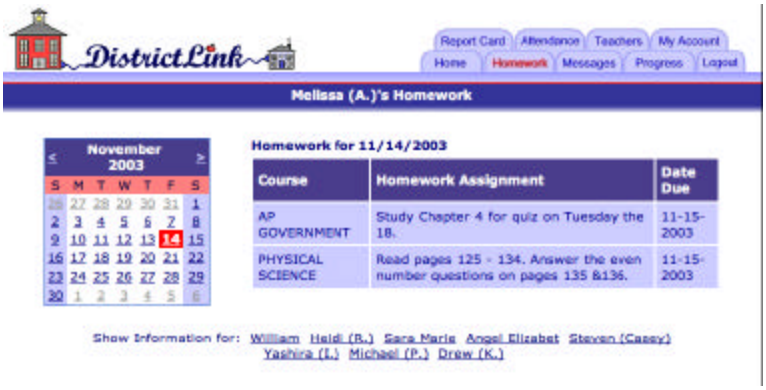
Parent Access View



Select the student you want to view Parent /Student Access for by clicking on their name at the bottom of the window.

Homework Tab

Click on the Homework Tab at the top of the window or the Link within the menu.



Choose the date you want to check homework for by clicking on the desired date on the calendar. The homework for that day will be listed.

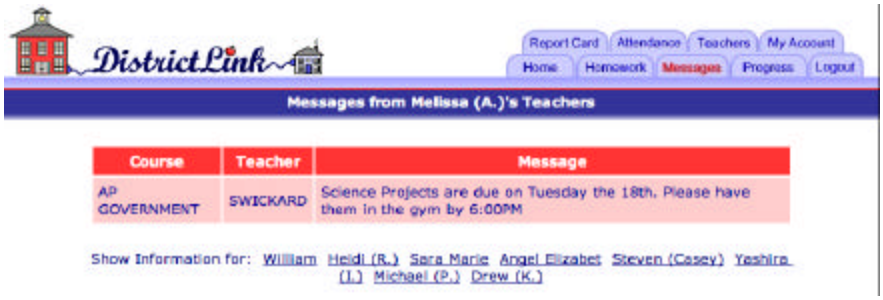
Teacher Tab

Click on the Teacher Tab at the top of the window or the Link within the menu.

The teachers assigned to the selected student will be listed.

Messages Tab

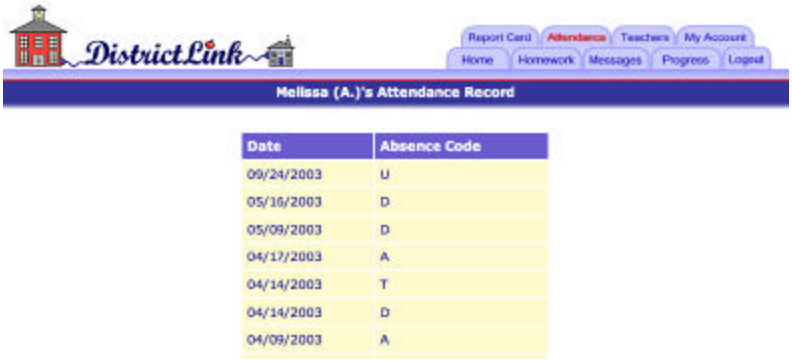
Click on the Messages Tab at the top of the window or the Link within the menu.



Any current messages will be listed.

Attendance Tab

Click on the Attendance Tab at the top of the window or the Link within the menu.



The selected student's attendance will be listed.

Progress Tab

Click on the Progress Tab at the top of the window or the Link within the menu.

The selected student's class progress will be displayed.

Report Card Tab

This feature will be released soon.