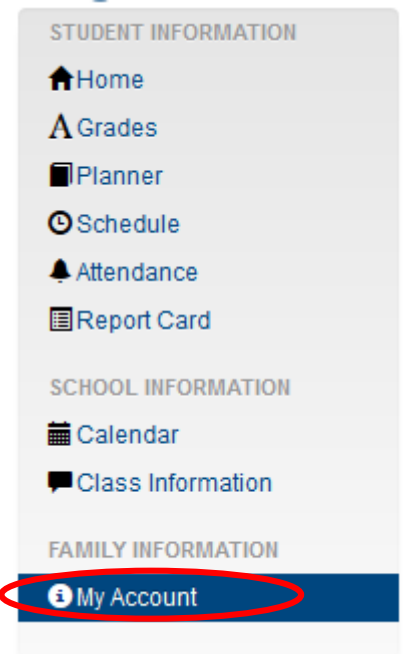
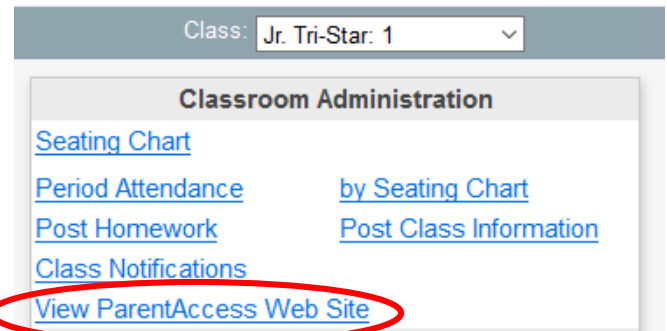


How to Reset Student ProgressBook Passwords

1. Login to ProgressBook
2. Select the gradebook the student is in.
3. In the middle section under Classroom Administration choose **View ParentAccess Web Site**.
4. Another tab will open for the the ParentAccess web site. On the left side click on **My Account**.
5. Click Reset Password next to the students name. If the Reset Password button is not present then the student hasn't setup a ProgressBook account.



6. Type a new password, and then retype the password.

A screenshot of the 'Manage Students' form. The title is 'Manage Students' and the subtitle is 'Reset Password for Kristin Bachman'. There are two input fields: 'New Password' and 'Re-enter New Password'. Below the fields is a green 'Update' button.

7. Click update
8. When you give the student the new password make sure to give them their ProgressBook username as it's not always the same username as their computer login.

Name	User name	Id #	Actions
JOHNATHAN GRIESHOP	bear123	16018	