How to Create a ParentAccess Account

Navigate to https://paccess.mveca.org

Select your child's school district from the available list by clicking on its icon

Districts	S														
Welcome to Progr	essBook by Software A	nswers, Inc. This se	oftware is a part of our	ProgressBook Suite o	of products. Please se	lect your district to get	t started.								
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Xeria Community Schools	Yellow Springs						_								

Click the **Sign Up** button

Sign Up
New to ProgressBook? You
will need to create an account
and enter a registration key
provided by your school
district.
 Sign up

If creating a Parent account, click the I am a parent button

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

Fill in the account information on the **Sign Up** screen, entering the **parent Registration Key** provided by your child's district; your child's legal first and last name and date of birth

Student 1			
	Registration Key:	Z5542FZB4NM	✓ Key format is valid
	First Name:	Fake	
	Last Name:	Student	
	Date of Birth:	05/06/1994 ×]

If you have another child in the district, and another registration key, click the **Link another student to account** button



You will see a **Student 2** box display, so you can enter an additional student's **parent Registration Key** and information

Student 2		
	Registration Key:	Enter a registration key
	First Name:	Enter student's legal first name
	Last Name:	Enter student's last name
	Date of Birth:	mm/dd/yyyy

If only registering a single student, click **Register**



If the information is entered correctly, you will see a confirmation message display

Account creation was successful.

Click the Log in to your new account hyperlink to log in to ParentAccess

Log in to your new account