



Lebanon City Schools - ProgressBook Instructions

Welcome to our ProgressBook® Parent Access grade book. Follow the instructions on this sheet to set up your parent account and view your student's classroom progress, attendance, grades, etc. If you have multiple students you will link them all to one ProgressBook account. Please save this paper for future reference.

Student's name «Firstname» «LastName» Parent Registration Key «RegistrationKey»

Step 1: Go to <https://lebanonschools.org> and select the graduation cap in the top right hand corner.



Then select Lebanon from the list of schools. The first time you enter the website, you will need to select **Sign Up** and create an account.

Step 2: Select the type of account you are setting up

LEBANON

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

Step 3: Create your account

LEBANON

Sign Up

Create a parent account

1 Your Contact Information

First Name:

Last Name:

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

Re-enter Email:

2 Account Details

User name:

Password:

Re-enter Password:

3 Link Students to Account

Student 1

Registration Key:

First Name:

Last Name:

Date of Birth:

Tasks:

or

Completion: An account creation confirmation message displays, and you can now sign in to ProgressBook. **Remember your User Name and Password. You will need this information to log into ProgressBook®.**

STEP 4: Verify Contacts. Once you have created your account, login and go to Student Contacts to verify that the primary contact phone number and email is correct. Parents are responsible for keeping all contact information up-to-date using ProgressBook.