

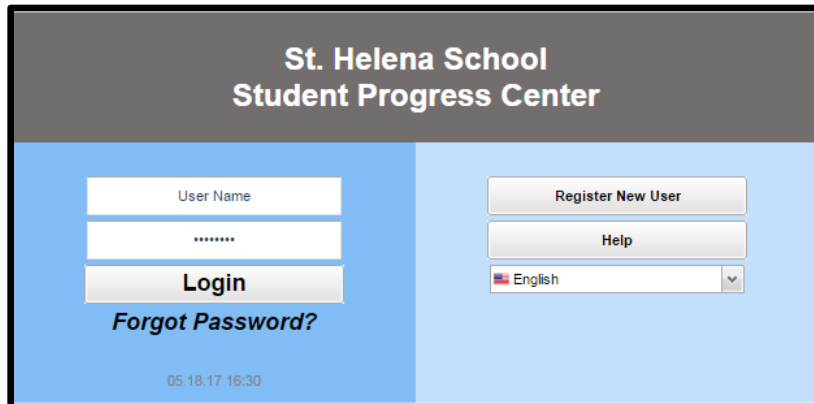
St. Helena Parish School District

STUDENT PROGRESS CENTER PARENT REGISTRATION GUIDE

This guide will show you how to register as a new user so you can view your child's progress at school.

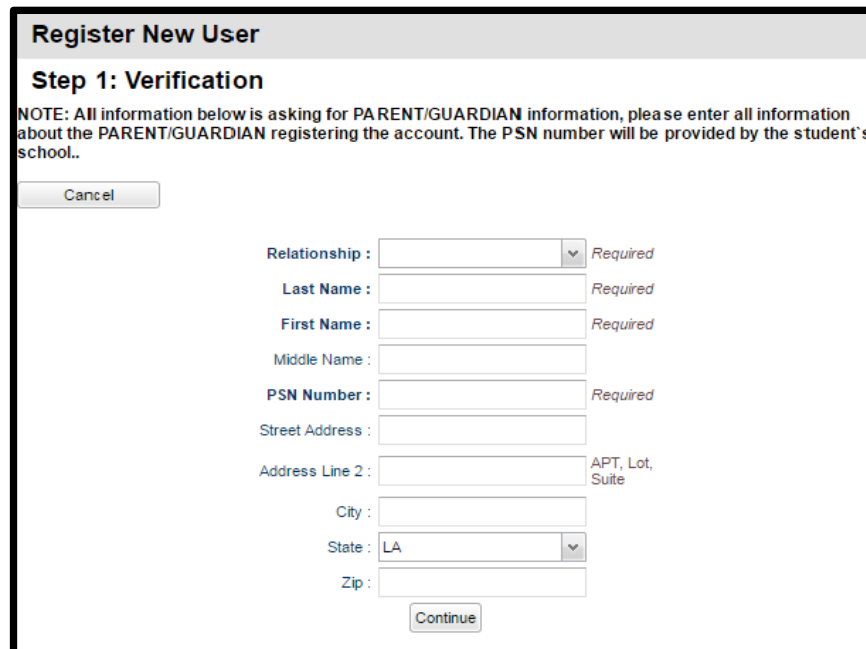
Visit our district website at www.sthpk-12.net and click on the "FOR PARENTS" tab; then scroll down and click on *Student Progress Center*.

1. For first time users, click the button "Register New User" as shown below.



The screenshot shows the login page for the St. Helena School Student Progress Center. It features a header with the school name and a main content area with a light blue background. On the left, there are input fields for 'User Name' and a password (represented by asterisks), a 'Login' button, and a link for 'Forgot Password?'. On the right, there is a 'Register New User' button, a 'Help' button, and a language dropdown menu currently set to 'English'. A timestamp '05.18.17 16:30' is visible at the bottom left.

2. Enter your information into the proceeding fields.



The screenshot shows the 'Register New User' form, specifically 'Step 1: Verification'. A note at the top states: 'NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.' Below the note is a 'Cancel' button and several input fields: 'Relationship' (dropdown), 'Last Name', 'First Name', 'Middle Name', 'PSN Number', 'Street Address', 'Address Line 2' (with a sub-label 'APT, Lot, Suite'), 'City', 'State' (dropdown, currently set to 'LA'), and 'Zip'. A 'Continue' button is at the bottom.

If the information did not match the data system, an error message will appear stating that you cannot create the new user account. If you believe all the typed information is correct and you are still getting this error message, please contact your child's school to verify/update your information.

3. Create your user ID and PASSWORD

Register New User

Step 2: User Creation

- Please enter a User Name, then enter the Password (twice).
- Select your secret questions and enter your answers.
- Click Complete to access your student's information.

User Name : 6 - 20 characters

Password : 6 - 20 characters

Confirm Password :

Secret Question #1 : ▼

Secret Answer #1 :

Secret Question #2 : ▼

Secret Answer #2 :

Congratulation. Now you will be able to view your student's information. You will be able to look at attendance, conduct, discipline, grades, progress reports, transcript, and curriculum progress by clicking on the labeled tabs at the top of the screen.