

Margaretta High School Parent Registration and Grade Card Access Instructions

Dear Parent,

As educators we realize the importance of sharing information with the parents of our students. In taking the next step of this ongoing process, the teachers are ready to open their grade books to you via web access. This letter will explain the procedure.

In order to create your new **Parent Access** account you must have an email address. If you don't have an email there are many free options online such as Gmail. To get a free Gmail account visit **accounts.google.com** and click "Sign Up".

If you have an email address your first stop is the Parent Access home page:

<https://pa.noeca.org>

Click on your district link/logo Margaretta. Next, click the blue "Sign up" button. On the next screen select the "I am a Parent" button. You'll be taken through the next 3 steps that will ask you to enter your Parent information, a user name/password, and lastly it will ask you for the following student information:

Registration Key	<<Registration Key>>
<i>First Name</i>	<i><<First>></i>
<i>Last Name</i>	<i><<Last>></i>

*The first and last names entered must match, **EXACTLY**, what is listed on this document. Also enter your student's birth date in the mm/dd/yyyy format.*

You can also enter other registration keys for your other children by clicking "Enter another Registration key". After pressing "Register", Click "Log in to your new account">. From there, You will still be able to attach more children to your single login and navigate around your child's information. Please be patient with us as this is a learning process for us too. If you have any questions please let us know. We depend on your input to make this a better service for future users.

Everything contained within this site is encrypted as it travels across the internet to prevent "hackers" from having access to your child's information. Never share your username and password with others. This goes for your children as well. Only let them know their own username and password and not your own. Your parent account will be able to reset your child's password if they were to forget.

Grade Card Access

1. Sign in to Progress Book
2. In left hand column, click on "Report Card"
3. In upper right of page, click "View Paper Report Card"
4. Print

If you need a hard copy of the grade card, please call (419)684-5351 for the report card to be printed and available.