

Parent Portal Instruction – The Student Progress Center

Our new parent portal – The Student Progress Center – is a website designed to help parents and guardians keep track of their child's attendance, conduct, discipline, grades, progress reports and high school transcript information.

Step 1 – Go to Caddo Public Schools District website at <http://www.caddo.k12.la.us>. Click on the “**Parent and Student**” link.

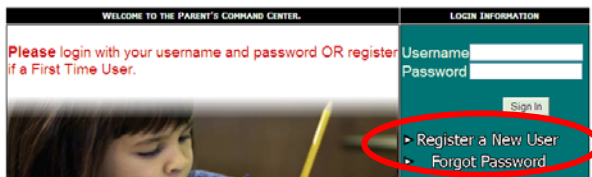


Step 2 – Click on the “**Parent Portal**” link from the Parent and Students web page.



Note: If you receive a website security certificate problem, click the “**Continue to website**” link.

Step 3 – On the Student Progress Center page, Click on the “**Register a New User**” link.



A student portal number (**PSN**) will be given to you during Parent Orientation at your child's school. **You will use this number only ONCE for you to register as a new user.**

Write down your child's Student Portal Number here:

PSN _____

Step 4 – Click one of the options in the **Relationship Information** field. Enter your **First Name, Last Name** and the **Student Portal Number (PSN)** given to you during Parent Orientation at your child's school. **All information highlighted in red on the screen is required.**

Click the **Submit** button.

The image shows the 'New User Registration' form. It is divided into three main sections: 'Relationship Information', 'Parent Information', and 'Address Information'. The 'Relationship Information' section has a dropdown menu labeled 'Please Select'. The 'Parent Information' section has fields for 'First Name', 'Last Name', and 'PSN', all of which are highlighted in red. The 'Address Information' section has fields for 'Address', 'City', 'State' (with a dropdown set to 'LA'), and 'Zip'. At the bottom of the form, there are 'Submit' and 'Reset' buttons. Arrows point to the 'Please Select' dropdown, the 'First Name', 'Last Name', and 'PSN' fields, and the 'Submit' button.

Step 5 – Create a username and password that you will use to log in to the Student Progress

Instructions continue on back



Center website. **Select and answer Security Question #1 and Security Question #2.**

Click **Submit**.

Click **OK** to the confirmation message that your username and password was created successfully. You will be returned to the Login Screen.

IMPORTANT: If you have more than one child attending school in Caddo, **you only have to register one student**. You may then link your additional children by clicking on the “**Link Students**” at the bottom of the login screen. Enter the name, SSN and birth date of the student to be added. All information **MUST** match the information supplied to the school.

Click on your **child’s name** to access their information.

Write down the username and password you created in Step 5. Your username and password is completely confidential and is **NOT** able to be retrieved by school personnel. If you forget your password, click on the “Forgot Password” link on the login screen. The system will ask you for the answers to the two secret questions you provided in Step 5 and allow you to make a new password.

Username _____

Password _____

!! Important !!

Please store this document in a secure location for your use.

For more information or if you have questions, contact your child’s school.

Step 6 – Log in the Student Progress Center with the **username and password you just created**.

(Revised July 2011)