

Allen Parish School Board

Student Progress Center Directions

Parents of children attending any Allen Parish School may track their children's progress via the Internet. Using the **Student Progress Center**, a parent can check a child's attendance, grades, assignments, discipline, transcript, and state test scores.

For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. A **student demographic form** containing this information can be provided by the student's school. If there is no match, an account cannot be made. A parent would then contact the office to verify information. Usually it is a simple matter of making a name match (Ex... Parent's first name is "Charles", but the computer system has "Charlie").

Directions on how to navigate to the site, create an account, and use the site are provided on the following pages:

Navigating to the Parent Command Center

Open your Internet browsing software, and then go to <https://pcc.allen.k12.la.us/progress/>.

The Student Progress Center login screen will be displayed. If a first-time user, click "**Register a New User**" as shown by the red arrow below. If your account has already been created, type your "**Username**" and "**Password**", and then click "**Login**".

Allen School
Student Progress Center

User Name

Password

Login

Forgot Password?

07.31.20 12:30

Register New User

Help

Browse School Courses

English

Creating a New Account

Enter the requested information as shown below.

- "**First Name**" and "**Last Name**" should be the parent's or guardian's first and last name.
- "**PSN**" stands for **Parent Security Number**. It is a five-digit number (usually the last 5 digits of the student's ssn) used by the system to verify a parent.
- When done, click "**Continue**".

Register New User

Step 1: Verification

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.

Relationship : Required Pick your relationship to the student

Last Name : Required Enter your first name

First Name : Required Enter your last name

PSN Number : Required Enter the 5 digit Parent Security Number (PSN) as shown on the student information page

If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click **“Complete”** when done.

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 : Required

Secret Answer #1 :

Secret Question #2 : Required

Secret Answer #2 :

TIP: Write down your login and password and keep it in a safe place. The school does not have access to your password.

These answers will help if your password is forgotten.

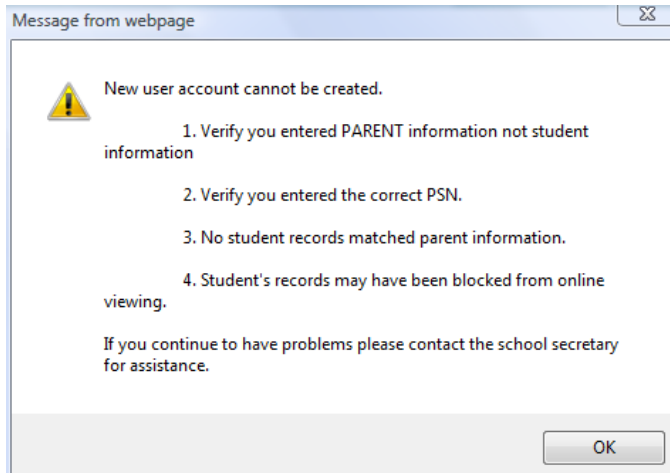
Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered, since it is completely private and cannot be retrieved, even by school personnel. The system will automatically access your new account!

If you receive a message as shown below, click **“OK”**. Verify your information, and then try again. If this does not work, please contact the Secretary at school to verify your information against what is contained in the computer system.

The usual problems are related to...

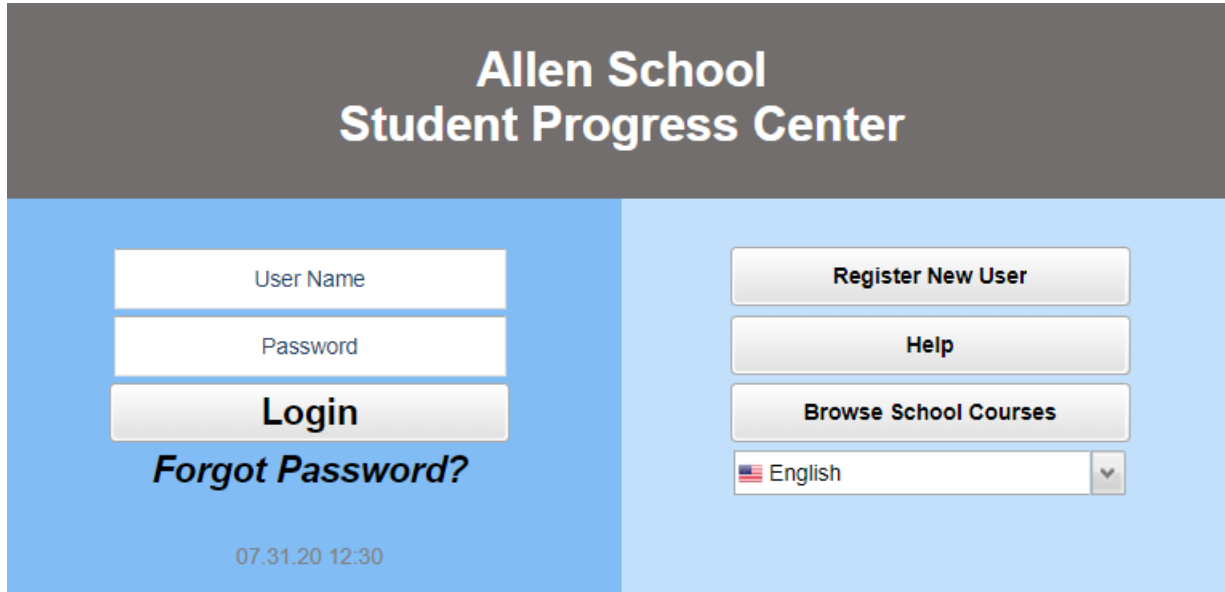
- Relationship chosen does not match the school information system. Call the school to confirm.
- Names provided don't match names in the system. Example: “Christina” was entered as a parent first name, but the computer system has “Christine”. Check the name on the student information form. Is it the same as the one used to create the account?

- The “**PSN**” field does not match the number in the computer system. Check against the PSN number on the student information form, or with the Secretary to verify.



Using the Student Progress Center

At the login page, enter your “Username” (login) and “Password”. Click “Login”.



The image shows the login page for the Allen School Student Progress Center. The page has a dark grey header with the title "Allen School Student Progress Center" in white. Below the header is a light blue background. On the left side, there are three input fields: "User Name", "Password", and a "Login" button. Below the "Login" button is a link for "Forgot Password?". At the bottom left, the date and time "07.31.20 12:30" are displayed. On the right side, there are three buttons: "Register New User", "Help", and "Browse School Courses". Below these buttons is a language selection dropdown menu currently set to "English".

You will see your child’s name, picture, and note boxes.

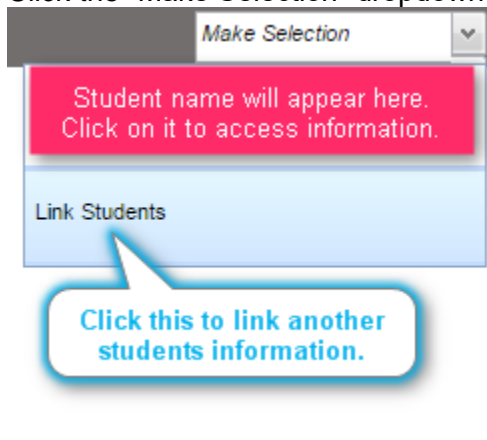
Messages from school are displayed on the left.

To add other siblings to this account, click the “Link Students” button.



The image shows the user dashboard header and message area. The header is dark grey and contains "Hello | Logout" on the left and a "Make Selection" dropdown on the right. Below the header, there is a message area with a "Message From School" header and a "1 of 1" indicator. A red callout bubble points to the "Hello" text, saying "Your name will appear here". To the right of the message area is a profile picture placeholder with a "NO IMAGE" watermark and a "Click to select" button. Further right is a student information box for "COTTONPORT ELEMENTARY SCHOOL" with a pink header "Student name will appear here". It displays three statistics: "0 This Term", "0 Next 7 Days", and "0 Unread Notes", each with a "Click for Details" link. Below the message area, it says "No Messages To Display".

Click the “Make Selection” dropdown and you will see a page with tabs as shown on the next page.



The image shows the "Make Selection" dropdown menu. The dropdown is open, showing a pink header "Student name will appear here. Click on it to access information." Below the header is a blue button labeled "Link Students". A blue callout bubble points to the "Link Students" button, saying "Click this to link another students information." The dropdown is set against a dark grey background.