



# Create Registration Keys

## *Training Guide*



**ProgressBook®**

**ParentAccess**

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# *LessonObjectives*

-  Create registration keys for entire schools
-  Export registration keys to a .csv file
-  Create individual registration keys

*This guide outlines how to create registration keys for standard ProgressBook accounts. Some districts may require students to log in using OAuth. In those cases, their accounts do not require registration keys. Parent accounts, however, always require registration keys.*

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# Create Keys for Schools

For parents and students to be able to create standard ProgressBook ParentAccess accounts, you must generate registration keys for them to use during the sign-up process.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.

The screenshot shows the ProgressBook ParentAccess Administration interface. The top navigation bar includes the ProgressBook logo and the text 'ParentAccess Administration'. A secondary navigation bar contains links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Sign Out. Below the navigation bar, a welcome message reads 'Welcome ProgressBook Administrator'. The main content area is divided into three columns of administrative tasks:

- District Setup**:
  - [District Settings](#): Maintain district settings, such as the alias, logo, and document upload options.
  - [Page Level Security](#): Maintain page level security.
  - [Event Categories](#): Maintain event category names.
  - [Alert Setup](#): Schedule or edit email alerts.
- Manage Website Content**:
  - [District Login Maintenance](#): Customize the district login page. For example, set up a district greeting and enable/disable a public calendar.
  - [News & Information \(Content\)](#): Maintain district and school news, information, and links.
  - [District & School Events](#): Post district and school events.
  - [District & School Forms](#): Maintain forms that are posted on the News page. Forms can be uploaded or linked from another website.
- Manage Accounts**:
  - [Registration Key Maintenance](#): Create and maintain system generated registration keys. (This link is circled in red with a red '1' next to it.)
  - [Export Registration Keys for Letters](#): Export registration keys in CSV file to produce letters.
  - [ParentAccess Account Maintenance](#): Update user accounts.

The **Registration Key Maintenance** screen displays.

*Registration keys created on  
this screen are now always tied  
to the student's primary contact  
in StudentInformation.*



## Create Keys for Schools (continued)

2. Click the **Generate New Keys** tab.

ProgressBook Registration Key Maintenance Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: [dropdown] Student Id: [input] Student Last Name: [input] Go

Search Results **2** Generate New Keys Delete Unused Keys

Enter search criteria then press the GO button.

3. Select the check box(es) next to the school(s) for which you want to generate new keys.
4. Click **Generate Registration Keys**.

ProgressBook Registration Key Maintenance Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: [dropdown] Student Id: [input] Student Last Name: [input] Go

Search Results **Generate New Keys** Delete Unused Keys

Clicking the Generate Registration Keys button will generate keys for each student in the selected schools which will be used by parents and students to register in ParentAccess.

If at least one key for parent use and one key for student use already exist, new keys will not be created.

<input type="checkbox"/> All My Schools	<input checked="" type="checkbox"/> WOHS
<input type="checkbox"/> WOCO	<input type="checkbox"/> WOKE
<input type="checkbox"/> WOJH	<input type="checkbox"/> WOLI
<input type="checkbox"/> WOLA	<input type="checkbox"/> WOOP
<input type="checkbox"/> WOME	<input type="checkbox"/> WOPS
<input type="checkbox"/> WOPA	<input type="checkbox"/> WOWA
<input type="checkbox"/> WOSS	
<input type="checkbox"/> WOBV	

**4** Generate Registration Keys

Registration keys have now been generated for each student in the selected schools, as well as for each student's primary contact. These can be sent to parents and students so that they can create their own accounts.



# Export Keys for Letters

If you want to send parents generated student and/or parent registration keys, you can export them to include them in letters.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Export Registration Keys for Letters**.

The screenshot shows the 'ParentAccess Administration' interface. The top navigation bar includes 'ProgressBook' and 'ParentAccess Administration'. The main content area is divided into three columns: 'District Setup', 'Manage Website Content', and 'Manage Accounts'. The 'Manage Accounts' column contains the following links and descriptions:

- [Registration Key Maintenance](#): Create and maintain system generated registration keys.
- [Export Registration Keys for Letters](#): Export registration keys in CSV file to produce letters. (This link is circled in red with a red '1' next to it.)
- [ParentAccess Account Maintenance](#): Update user accounts.

The **Parent Access Export Registration Keys** screen displays with several options for you to create an exported .csv file that fits your school or district needs.



## Export Keys for Letters (continued)

2. In the **Select Extract Method** area, select the radio button next to **By District**, **By School**, or **By Teacher**.

Selecting **By District** is only useful if you created keys for the entire district. By that same token, selecting **By School** is only useful if you want to export keys for one or a few schools. If you intend to pass the generated keys out to specific classes, the best option is to select **By Teacher**.

**2** Select Extract Method

By District

By School

By Teacher

3. In the **Parent/ Student Keys** area, select whether you want to include parent keys, student keys, or both by selecting the **Parent Keys** and **Student Keys** as desired.

Parent/ Student Keys **3**

Parent Keys

Student Keys



## Export Keys for Letters (continued)

4. Depending on the extract method you select, different options display on the screen:
- If you select **By District**, no special options display.
  - If you select **By School**, a **Select Schools** area displays. Click the name of the school whose keys you want to export. Or, if you want to export keys for multiple schools, select one school that you want to include, then hold down your SHIFT key while clicking the names of the other schools you want to include.
  - If you select **By Teacher**, the **Select Schools** area displays in addition to the **Select Staff for Extract** area. Click the name of the teacher for whom you want to export registration keys. Or, if you want to include all teachers, click **All Teachers**. To include several teachers, select one teacher that you want to include, then hold down your SHIFT key while clicking the other names you want to include.

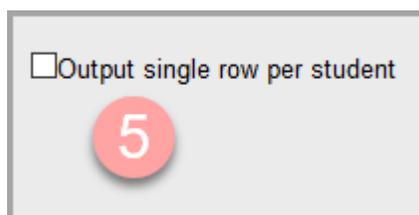
The screenshot shows a software interface with two main sections: "Select Schools" and "Select Staff for Extract".

- Select Schools:** This section has a checkbox labeled "Show Inactive School(s)". Below it is a list of schools. "WORCESTER HIGH SCHOOL" is highlighted in blue.
- Select Staff for Extract:** This section contains a list of staff members. "Corbell, Mindy" and "Crune, Marcus" are highlighted in blue. A mouse cursor is pointing at "Crune, Marcus".

A red circle with the number "4" is overlaid on the interface, positioned between the two sections.

 **Export Keys for Letters** (continued)

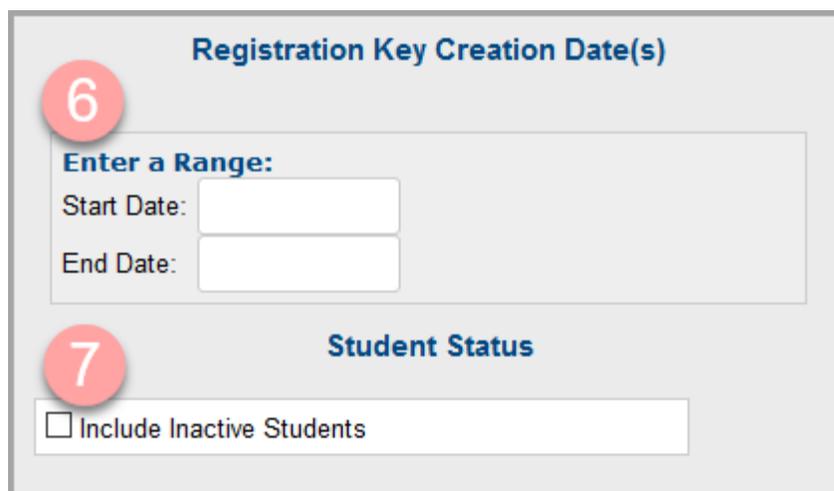
- (Optional) If you want the exported file to contain only one row per student with separate columns for the parent key and student key, select the **Output single row per student** check box.



Output single row per student

5

- (Optional) In the **Registration Key Creation Date(s)** area, enter a **Start Date** and an **End Date** during which you generated the keys you want to export.
- (Optional) In the **Student Status** area, select the **Include Inactive Students** check box if you want to include students who do not have active status in StudentInformation.



**Registration Key Creation Date(s)**

6

**Enter a Range:**

Start Date:

End Date:

**Student Status**

7

Include Inactive Students



## Export Keys for Letters (continued)

- (Optional) In the **Filename** field, enter a file name meaningful to you so that you can locate it on your computer when you need it. The created final name contains this name in addition to a string of numbers and “.csv.”
- Click **Submit**.

**Select Extract Method**

By District  
 By School  
 By Teacher

**Registration Key Creation Date(s)**

**Enter a Range:**  
Start Date:   
End Date:

**Parent/ Student Keys**

Parent Keys  
 Student Keys

**Student Status**

Include Inactive Students

**Select Schools** Show Inactive School(s)

WORCESTER HIGH SCHOOL

**Select Staff for Extract**

Corbell, Mindy  
Crune, Marcus

Filename:   
A unique key and extension of .csv is appended to the final filename.

Output single row per student

**9** Submit

- After the file downloads, you can save it or open it in Excel on your computer. Now, you can use the information in the spreadsheet to send letters to parents instructing them on how to create a ParentAccess account.



# Create Keys for Individuals

If you have already bulk generated registration keys for schools or districts and you need to add additional keys, you can create them on the **Registration Key Maintenance** screen.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.

The screenshot shows the ProgressBook ParentAccess Administration interface. The top navigation bar includes links for Home, GradeBook, Principal, Guidance, Clerical, Curriculum, Food, Attendance, PA Admin, Help, and Sign Out. The main content area is divided into three sections: District Setup, Manage Website Content, and Manage Accounts. The Manage Accounts section is highlighted with a red circle and a red '1' in a circle, indicating the 'Registration Key Maintenance' link. The 'Registration Key Maintenance' link is also underlined in blue.

The **Registration Key Maintenance** screen displays.

*Though you can create individual registration keys using this procedure, you can also use it to create parent keys for entire groups of students based on your search criteria. All student keys must be generated separately.*



## Create Keys for Individuals (continued)

- In the search bar at the top of the screen, you can search for the student for whom you want to create a parent or student key using any combination of the following:
  - In the **School** drop-down list, select the student's school.
  - In the **Student Id** field, enter the ID given to the student by the school.
  - In the **Student Last Name** field, enter the last name of the student.
- Click **Go**.

ProgressBook Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: WOHS Student Id: Student Last Name: hudak Go

Search Results Generate New Keys Delete Unused Keys

Enter search criteria then press the GO button.

*If you choose to search for a group of students (for example, all students with a last name beginning with "B"), when the results display, click **GENERATE PARENT KEYS FOR RESULTS** to generate a parent key for the primary contact of each of the students in the results grid.*



## Create Keys for Individuals( continued)

4. In the row of the student for whom you want to create a student or parent key, click the arrow.

ProgressBook - Registration Key Maintenance

Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA Admin | Help | Sign Out

School: [dropdown] Student ID: [input] Student Last Name: hudak Go

Search Results Generate New Keys Delete Unused Keys

Generate Parent Keys for Results Select Students: Active Inactive All

Student ID	Student Name	Date of Birth	School	Registration Keys	Accounts
208051	Hudak, Michael	3/7/2002	WOHS		hudakp - Parent

***Existing ParentAccess accounts display in the ACCOUNTS column. If a student account already exists, you cannot create any new student keys. If an account already exists for the primary contact, additional accounts you create must be tied to other contacts.***

The **Student Key Information** screen displays.



## Create Keys for Individuals (continued)

5. To generate a parent key for this student:
  - a. Click **Add a Key for Parent Use**.

Student Key Information

Student First Name: Michael  
Student Last Name: Hudak  
Date of Birth: 3/07/2002  
Active Keys: 0  
Keys for Parent Use:  
Keys for Student Use:

5 a  
Add a Key for Parent Use  
Add a Key for Student Use

- b. On the **Select a Contact** window that displays, select the radio button by any contact who does not already have an account.
    - c. Click **Generate a Parent Key**.

Select a Contact

Contact	Contact Name
<input checked="" type="radio"/>	Regina Hudak (Primary)
<input type="radio"/>	David Hudak
<input type="radio"/>	Carl Lincoln
<input type="radio"/>	Christy Hudak
<input type="radio"/>	Lisa McNally

5 b

5 c  
Generate a Parent Key

The parent key displays in the **Keys for Parent Use** field. The key can now be sent to the parent so that they can sign up for a ProgressBook ParentAccess account.



## Create Keys for Individuals (continued)

6. To generate a student key, click **Add a Key for Student Use**.

The key now displays in the **Keys for Student Use** field. This key can either be sent to the parent so that they can create an account for their child, or the student can use it to create an account on their own.

**Student Key Information**

Student First Name: Michael  
Student Last Name: Hudak  
Date of Birth: 3/7/2002  
Active Keys: 0  
Keys for Parent Use:  
Keys for Student Use:

6 Add a Key for Parent Use  
+ Add a Key for Student Use