

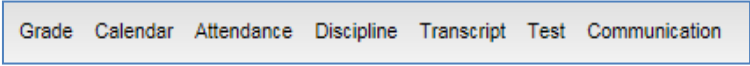
If the information provided to make a new account matched your child’s information in the JCampus system, you will be allowed to create a login and password. Fill in the required information, as shown below. Click **“Complete”** when done.

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 (username, password, answers to secret questions), since it is completely private and cannot be retrieved, even by school personnel. Click **“Login”** to access your new account!

I Forgot My Password. What Can I Do?

Click the **“Forgot Password?”** link; you will be asked to provide the answers to the secret questions you chose when the account was created. Click **“Submit”**. You will then be allowed to create a new password.

Viewing Grades Attendance, Discipline, Transcript, Test, Communication



Click on **Grades, Attendance, Discipline, Transcript, Test or Communication** on the **Main Menu** bar to view more information.

- **Grades** will show current grades, detailed assignments, grade calculations, student schedule and school year calendar.
- **Attendance** will show all absences, tardies, check-outs, etc. that have occurred so far this school year.
- **Discipline** will show all discipline posted in the student’s record.
- **Transcript** will show a current transcript for a high school grade level student along with previous school year grades. If the student is in the elementary / middle grades, grades for the current year will be displayed here along with previous school year grades.
- **Test** will show all test scores from Louisiana Department of Education tests such as iLEAP, GEE, EOC, etc.
- **Communication** will show a list of all automated communication alerts for the school year.

(Detailed instructions are available on the Caddo website – www.caddoschools.org. Click on Parents and select Parent Portal Instructions.)



Student Progress Center (Parent Portal)



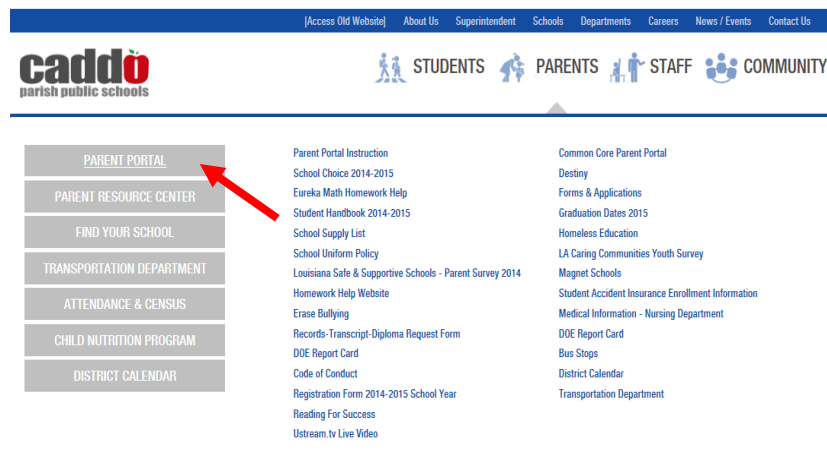
Parent/Guardians of children attending *Caddo Parish Public Schools* are able to track student progress by connecting to the Student Progress Center. This website allows parents/guardians to check attendance, grades, assignments, discipline, transcript, and state test scores in “real time”. As soon as data is entered on a student at school, it is available on the Student Progress Center.

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. If there is no match, an account cannot be made. A parent would then contact the school 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”).

CADDO PARISH PUBLIC SCHOOLS
1961 MIDWAY STREET SHREVEPORT, LA 71108
318-603-6300

Accessing the Student Progress Center

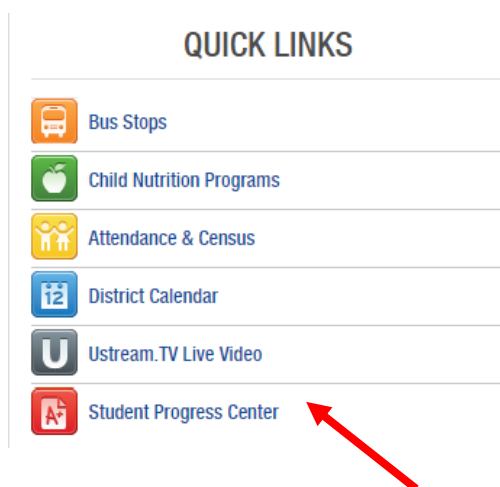
Open your Internet browsing software, and go to www.caddoschools.org. Click on the **Parents** link and click **Parent Portal**.



The screenshot shows the Caddo School District website. At the top, there is a navigation bar with links for 'Access Old Website', 'About Us', 'Superintendent', 'Schools', 'Departments', 'Careers', 'News / Events', and 'Contact Us'. Below this is the Caddo Parish Public Schools logo and a main navigation bar with icons and labels for 'STUDENTS', 'PARENTS', 'STAFF', and 'COMMUNITY'. A sidebar on the left contains a 'PARENT PORTAL' link, which is highlighted with a red arrow. Other sidebar links include 'PARENT RESOURCE CENTER', 'FIND YOUR SCHOOL', 'TRANSPORTATION DEPARTMENT', 'ATTENDANCE & CENSUS', 'CHILD NUTRITION PROGRAM', and 'DISTRICT CALENDAR'. The main content area is divided into three columns of links under the heading 'Parent Portal Instruction'.

--or--

scroll down to Quick Links and click on **Student Progress Center**.

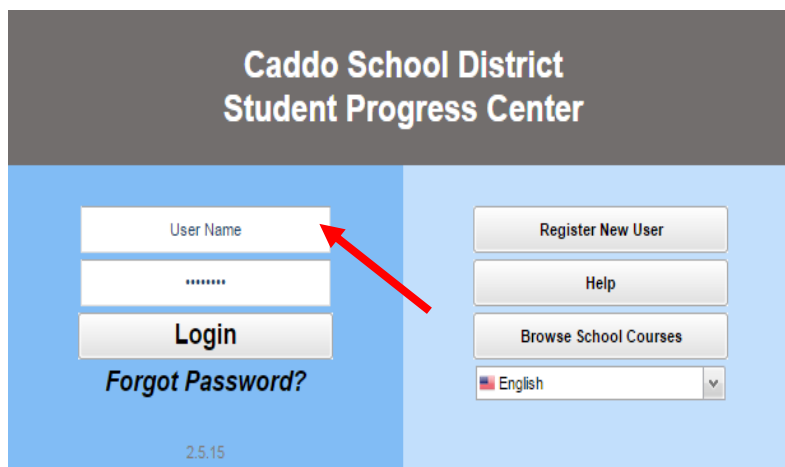


The screenshot shows the 'QUICK LINKS' section of the website. It features a vertical list of six links, each with an icon: 'Bus Stops' (bus icon), 'Child Nutrition Programs' (apple icon), 'Attendance & Census' (people icon), 'District Calendar' (calendar icon), 'Ustream.TV Live Video' (U icon), and 'Student Progress Center' (document icon). A red arrow points to the 'Student Progress Center' link.

The Caddo School District Student Progress Center login screen will be displayed.

Logging in to an Existing Account

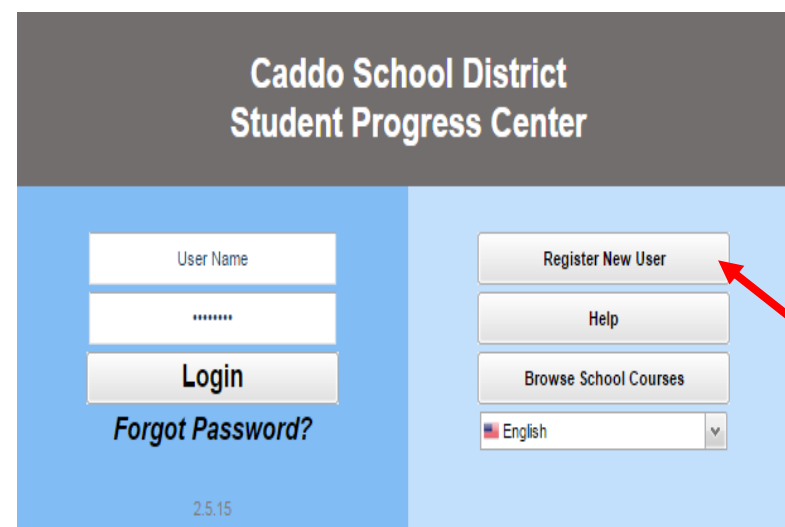
If your account has already been created, enter your “User Name” and “Password”, and click “Login”.



The screenshot shows the login screen for the Caddo School District Student Progress Center. It features a header with the title 'Caddo School District Student Progress Center'. Below the header, there are two main sections. The left section contains a 'User Name' input field, a password input field (masked with dots), a 'Login' button, and a 'Forgot Password?' link. A red arrow points to the 'User Name' field. The right section contains a 'Register New User' button, a 'Help' button, a 'Browse School Courses' button, and a language dropdown menu set to 'English'. The version number '2.5.15' is displayed at the bottom.

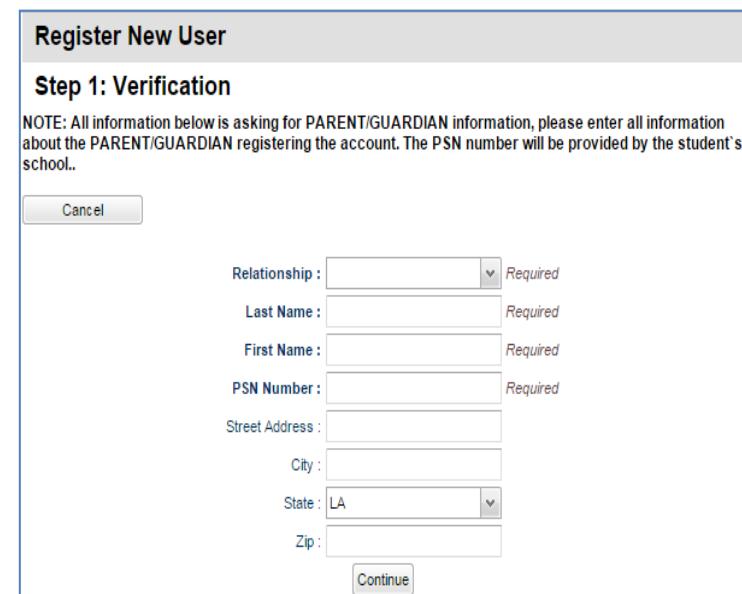
Creating a New Account

If you are a first time user, click “Register New User”.



This screenshot is identical to the one above, showing the login screen. A red arrow points to the 'Register New User' button in the right-hand section.

Enter the required information:



The screenshot shows the 'Register New User' form, Step 1: Verification. It includes a 'Cancel' button at the top left. A note 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.' The form fields are: 'Relationship' (dropdown menu with a red arrow pointing to it), 'Last Name' (text input), 'First Name' (text input), 'PSN Number' (text input), 'Street Address' (text input), 'City' (text input), 'State' (dropdown menu set to 'LA'), and 'Zip' (text input). A 'Continue' button is at the bottom right.

- Click the down arrow to enter your “Relationship” to the student (mother, father or guardian).
- Enter your “Last Name” and “First Name”; must be the mother, father or guardian’s first and last name.
- Enter the PSN. “PSN” stands for **Parent Security Number (last five digits of the child’s SSN)**. It is a five digit number used by the system to verify a parent/guardian.

When done entering the above information, click “Continue”.