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.)
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.

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

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".

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

Enter the required information:

- 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”.