

## **Columbiana School District**

#### **Parent Access Instructions**

(Modified 8/28/2015)

If you have an account from last year, your account is still active. You may click on the "Forgot user name or Password?" link for assistance with password resets. If you still have issues, please contact your building secretary.

In order to use Parent Access, you will need to register. You can do so by going to <a href="www.columbianaschools.org">www.columbianaschools.org</a>, selecting the "Technology" drop-down menu, and the choosing "Parent Access". Your first time entering the site, you may be prompted to select your district. Click on "Columbiana Ex Vill SD".



Your web browser, will likely remember your school district upon selecting it (until you delete your browsing history).

Once you select Columbiana as your school district, you will be prompted for your username and password. Entering your username and password will give you access to your child's progress. Your first time entering this site, you will need to register. You can do so by clicking the blue "Sign up" near the bottom right portion of the screen.

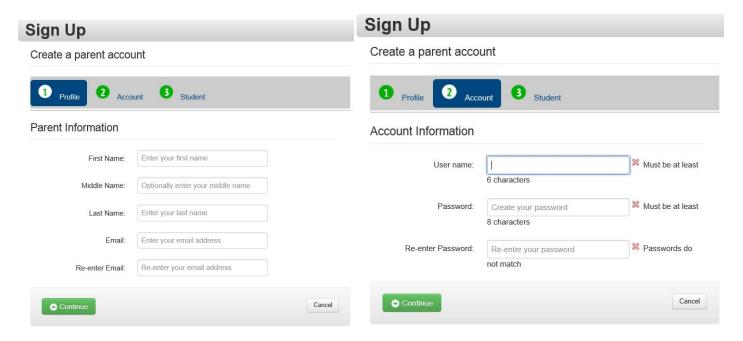




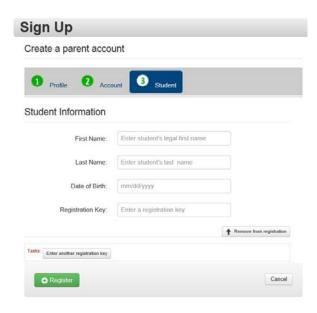
Choose, "I am a parent"



You will then need to enter your First Name, Last Name, and a valid e-mail address (twice). Click continue. You will then be asked to create a unique username and password. Choose a username and enter a password (twice).



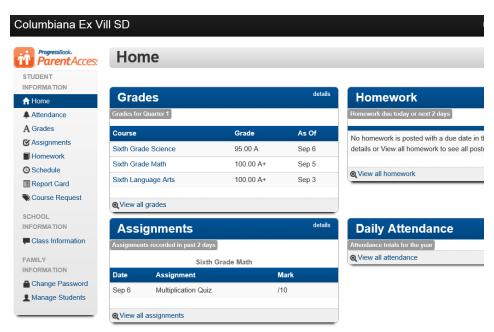
You will then be prompted to enter your child's First Name, Last Name, Date of Birth, and Registration Key. Your Registration Key will be sent home with you. You may also ask the building secretary for your registration key.



Upon entering the correct information, you should receive a confirmation page.



You can now logon to your account by clicking the "Log in to your new account". You will now see a screen similar to the following. From here you can navigation through the Parent Access interface to view various data related to your child's progress.



Note: If you have more than one child in the district. You can add them to this account by clicking "Manage Students" at the bottom left. This will give you the following screen. Students already associated with this account will be listed. You can then click on the green "Register New Student" button to add additional students.



STUDENT INFORMATION

♠ Home

Attendance

A Grades

☑ Assignments

Homework

# **Manage Students**

### Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name

User name

Actions

ld#

### Accounts

Do you have another registration key? Use this option to add another student to your account.

