Accessing the Caddo Parish Public Schools Student Progress Center

Open your Internet browsing software, and go to **www.caddoschools.org.** Click on the **Services tab** and select **Student Progress Portal**.

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**".

- **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**". 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

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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!

You will be directed to the Student Registration Update screen where you can update demographic information on your student; if the information is correct, select No Change and click Save and Continue.

Upon completion, you will be directed to the Home Page. Use the menu at the top of the screen to view student information.

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.