Dear Parent/Guardian of:

The Pike County CTC desires to provide its students and staff with access to technology tools and information which improve student performance. In keeping with this goal, we use ProgressBook, which is an online classroom information tool for teachers, students, and parents. You and your student now have access to homework, attendance, and grading information for each of your student's classes. To access ProgressBook, you will need to have an active Internet connection and have a web browser open, then do the following:

1. In a web browser go to: **https://pa.metasolutions.net/district/pj** or you can go to **www.pikectc.org**, click on the Parents menu, and choose "ProgressBook Parent Access".

2. On the Parent Access Sign In screen, click the blue **+Sign Up** button.

3. On the Sign-Up screen, click "**I am a parent**".

4. On the next screen, under Parent Information, enter the following:

> First Name (**required**), Middle Name (optional), Last Name (**required**), Email (**required**), Re-enter Email (**required**)

5. Under Account Details, create a username and password of your choice.

> *Note: Passwords must contain 1 letter, 1 number and 8 to 50 characters. They are case sensitive and cannot match the username.*

6. Under *Link Students to Account*, enter the following. Make sure that the spelling matches exactly what is listed below.

> Registration Key:
> Student First Name:
> Student Last Name:
> Student Date of Birth

7. If you have a registration key to enter for another child, click "**Enter another registration key**", and repeat step 6.

8. Click "**Register**" -- An account creation confirmation message displays, and you can now sign into Parent Access.