General Information

Each student will receive a letter that includes a Parent Registration Key and a Student Registration Key. The parent has the ability to create an account for themselves. The Parent Registration Key from each child will allow you to tie all of your children to one account. The Student Registration Key is just for a student to create one account that will only contain information for him or her.

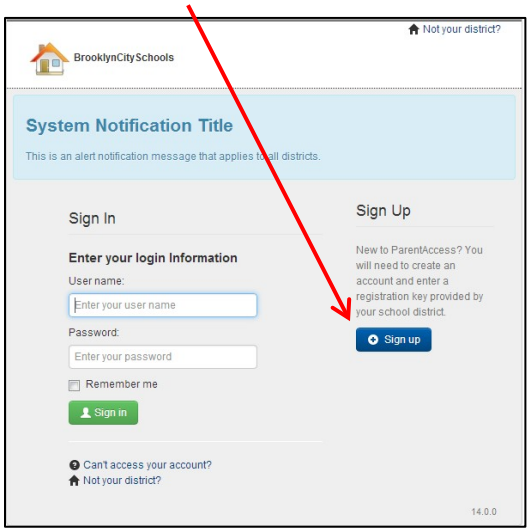
Parent Access Website

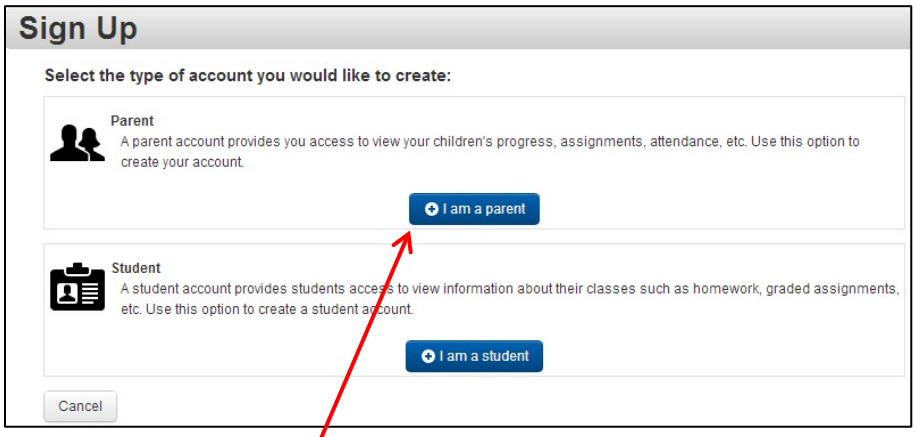
The Parent Access Website is available at: https://pa.nccohio.org/

Once on this site, select South Euclid-Lyndhurst City Schools. The district you select should save and you should not need to access this screen again within the same browser on the same computer.

Creating an Account

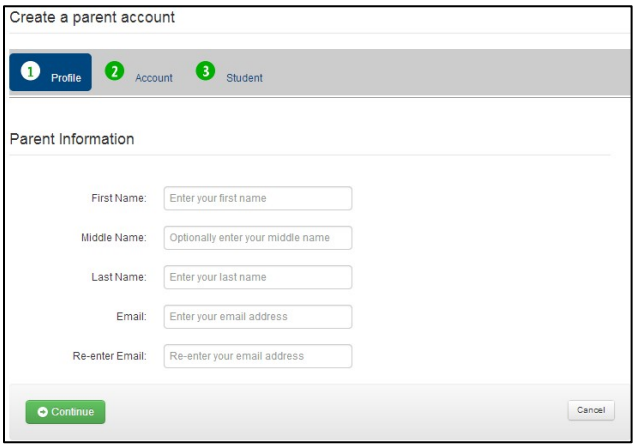
1. Click the **Sign up** button.





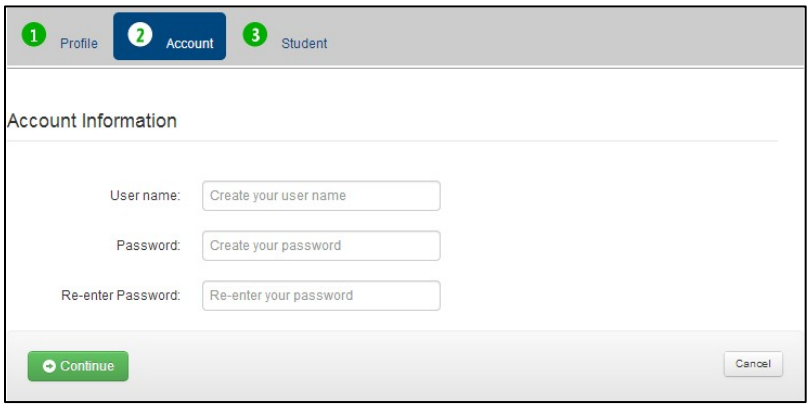
2. If you are a parent creating an account for yourself, select the **I am a Parent** button**.** A parent account will allow you to tie any additional children to your parent account.

3. Enter the *Profile* information. All fields are required except for the Middle Name.
    a. An email address is required for parent accounts. The email address is used to allow a parent to reset their password or send their user name if lost or forgotten.
    b. Student Accounts are not required to have an email address. However, if an email address is not entered, the student will not be able to reset their password or have their user name sent to them if forgotten.
    c. The same email address may not be used for 2 different accounts.



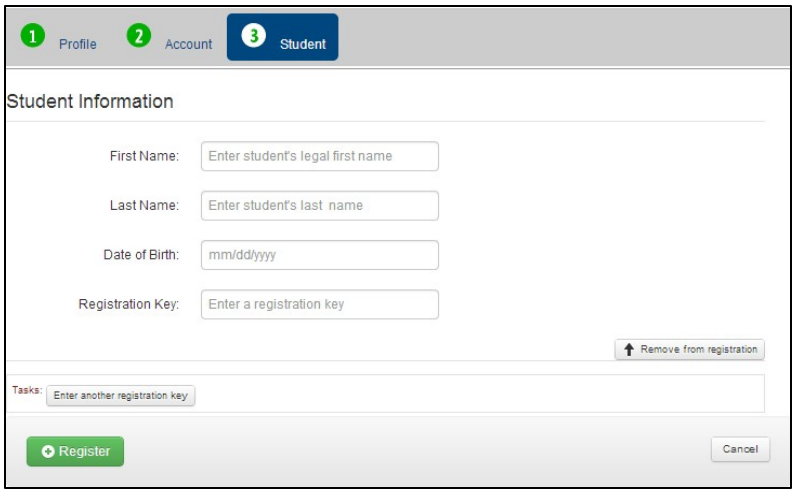
4. Click the **Continue** button.

5. Enter your *Account* information.
    a. **Usernames:**
        - May have letters and numbers
        - Must be between 6 – 50 characters
        - Not case sensitive
        - Cannot be changed once you've created your account
    b. **Passwords:**
        - Must contain 1 letter and 1 number
        - Must be between 8 – 50 characters
        - Case sensitive and cannot match your user name



6. Click the **Continue** button**.**

7. Add your child(ren) to your account.
    a. Enter the Student's First and Last name exactly as shown in your letter.
    b. Enter the Student's date of birth in the following format: mm/dd/yyyy
    c. Enter the Registration Key provided in your letter. The Registration Key is not case sensitive.
8. To add children to your account, click the **Enter another registration key** button. (If you do not have all of your children's registration keys, you may add children to your account at a later date.)
9. If you have added all your children, click **Register.**



SOUTH EUCLID
LYNDHURST SCHOOLS

The Destination School Community

INSERT DATE

M/M PARENT/GUARDIAN
ADDRESS
CITY, STATE ZIP

To: The Parent/Guardian of **«FirstName» «LastName»**

For almost ten years, the South Euclid-Lyndhurst Schools has shared student progress information with parents of children in grades 4-12 via the Parent Access portion of GradeBook (formerly known as ProgressBook). The vendor of GradeBook has made many updates to Parent Access to improve your experience while accessing your child's progress information. **Due to these updates, procedures for accessing Parent Access have been changed and ALL parents and students must create new accounts using the enclosed instructions.**

The new Parent Access allows both parents and students to create their own usernames and passwords. *(The usernames and passwords that were used last year will no longer work).* The process to create accounts requires the use of registration keys: one is for a PARENT account and the other is for a STUDENT account. When creating accounts, you must enter the information below exactly as it is shown (ex. TOM JONES JR).

Student Name:
PARENT Registration Key:
STUDENT Registration Key:

To get started creating your account, please visit the South Euclid-Lyndhurst School District website at www.sel.k12.oh.us and click on the Parent Access Link under the Parents and Students drop down menu. Enclosed in this letter is a "Parent Access Information" guide that provides step by step instructions on how to create an account in Parent Access. In addition, you will also find the link for accessing the Parent Access website: https://pa.nccohio.org.

A few important tips:

- FAMILY ACCOUNT: Only one parent account can be created for a family in a household (shared between mom and dad or between guardians). You will need to use one email address to setup your parent account.
- MORE THAN ONE CHILD: If you have more than one child attending SEL Schools in grades 4-12, you will be able to see all of your children in one Parent Access account after you have linked your children. **PLEASE DO NOT CREATE MULTIPLE ACCOUNTS.** You will need each child's registration key to link all children to your one account.
- ACCOUNT INFORMATION: If you forget your username or password, there are options for having these sent to the email address you will use to create your account. Staff at the SEL Schools are neither able to view, nor modify your username and password.

In addition, parents have the option to subscribe to receive a low assignment and/or missing assignment email alert. Directions for subscribing to this are available on our website.

If you have any questions or problems using the system, please contact **your school**. Questions about specific grades or assignments should be directed to your child's teacher.

Thank you for your continued support of South Euclid-Lyndhurst Schools.