Create Registration Keys

Training Guide

ProgressBook®
ParentAccess

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*Lesson**Objectives*

- 🎓 Create registration keys for entire schools
- 🎓 Export registration keys to a .csv file
- 🎓 Create individual registration keys

This guide outlines how to create registration keys for standard ProgressBook accounts. Some districts may require students to log in using OAuth. In those cases, their accounts do not require registration keys. Parent accounts, however, always require registration keys.

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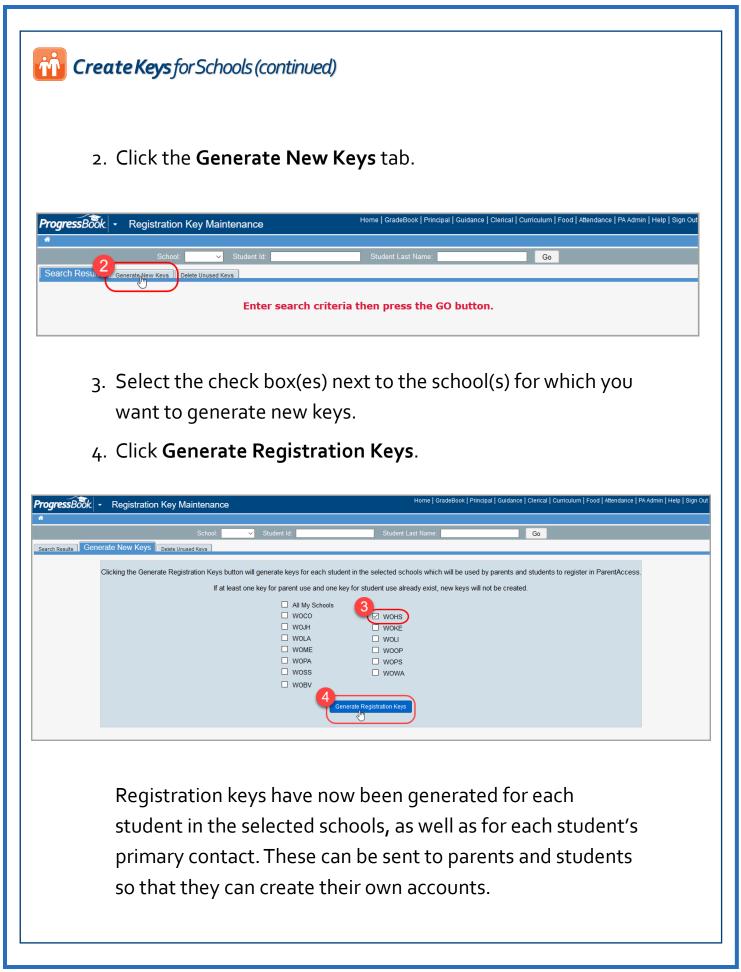
Create Keys for Schools

For parents and students to be able to create standard ProgressBook ParentAccess accounts, you must generate registration keys for them to use during the sign-up process.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.

The **Registration Key Maintenance** screen displays.

Registration keys created on this screen are now always tied to the student's primary contact in StudentInformation.

2. Click the **Generate New Keys** tab.

3. Select the check box(es) next to the school(s) for which you want to generate new keys.

4. Click **Generate Registration Keys**.

Registration keys have now been generated for each student in the selected schools, as well as for each student's primary contact. These can be sent to parents and students so that they can create their own accounts.

Export Keys for Letters

If you want to send parents generated student and/or parent registration keys, you can export them to include them in letters.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Export Registration Keys for Letters**.
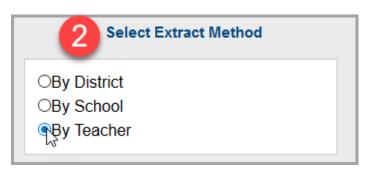

The **Parent Access Export Registration Keys** screen displays with several options for you to create an exported .csv file that fits your school or district needs.

2. In the **Select Extract Method** area, select the radio button next to **By District**, **By School**, or **By Teacher**.

   Selecting **By District** is only useful if you created keys for the entire district. By that same token, selecting **By School** is only useful if you want to export keys for one or a few schools. If you intend to pass the generated keys out to specific classes, the best option is to select **By Teacher**.

3. In the **Parent/Student Keys** area, select whether you want to include parent keys, student keys, or both by selecting the **Parent Keys** and **Student Keys** as desired.

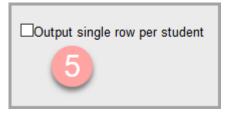4. Depending on the extract method you select, different options display on the screen:

- If you select **By District**, no special options display.

- If you select **By School**, a **Select Schools** area displays. Click the name of the school whose keys you want to export. Or, if you want to export keys for multiple schools, select one school that you want to include, then hold down your SHIFT key while clicking the names of the other schools you want to include.

- If you select **By Teacher**, the **Select Schools** area displays in addition to the **Select Staff for Extract** area. Click the name of the teacher for whom you want to export registration keys. Or, if you want to include all teachers, click **All Teachers**. To include several teachers, select one teacher that you want to include, then hold down your SHIFT key while clicking the other names you want to include.

Select Schools Show Inactive School(s) ☐ **④** **Select Staff for Extract**

WORCESTER HIGH SCHOOL

Corbell, Mindy

Crune, Marcus

5. (Optional) If you want the exported file to contain only one row per student with separate columns for the parent key and student key, select the **Output single row per student** check box.

6. (Optional) In the **Registration Key Creation Date(s)** area, enter a **Start Date** and an **End Date** during which you generated the keys you want to export.

7. (Optional) In the **Student Status** area, select the **Include Inactive Students** check box if you want to include students who do not have active status in StudentInformation.

8. (Optional) In the **Filename** field, enter a file name meaningful to you so that you can locate it on your computer when you need it. The created final name contains this name in addition to a string of numbers and ".csv."

9. Click **Submit**.

10. After the file downloads, you can save it or open it in Excel on your computer. Now, you can use the information in the spreadsheet to send letters to parents instructing them on how to create a ParentAccess account.

Create Keys for Individuals

If you have already bulk generated registration keys for schools or districts and you need to add additional keys, you can create them on the **Registration Key Maintenance** screen.

1. On the **ParentAccess Administration** screen, in the **Manage Accounts** section, click **Registration Key Maintenance**.
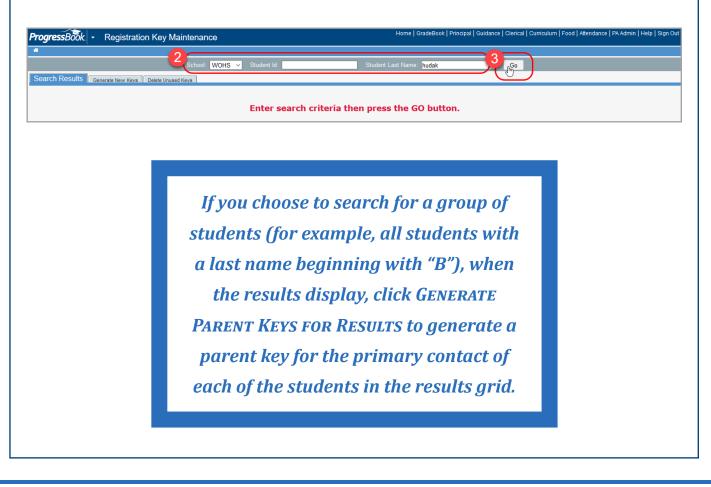

The **Registration Key Maintenance** screen displays.

> *Though you can create individual registration keys using this procedure, you can also use it to create parent keys for entire groups of students based on your search criteria. All student keys must be generated separately.*

👪 *Create Keys for Individuals (continued)*

2. In the search bar at the top of the screen, you can search for the student for whom you want to create a parent or student key using any combination of the following:

   - In the **School** drop-down list, select the student's school.

   - In the **Student Id** field, enter the ID given to the student by the school.

   - In the **Student Last Name** field, enter the last name of the student.

3. Click **Go**.

If you choose to search for a group of students (for example, all students with a last name beginning with "B"), when the results display, click GENERATE PARENT KEYS FOR RESULTS to generate a parent key for the primary contact of each of the students in the results grid.

👫 Create Keys for Individuals(continued)

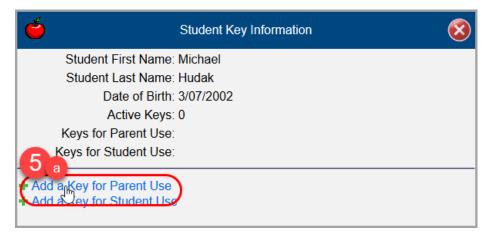4. In the row of the student for whom you want to create a student or parent key, click the arrow.

> *Existing ParentAccess accounts display in the ACCOUNTS column. If a student account already exists, you cannot create any new student keys. If an account already exists for the primary contact, additional accounts you create must be tied to other contacts.*
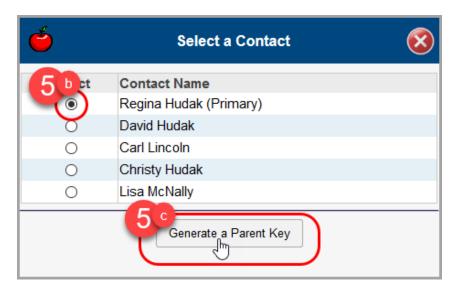
The **Student Key Information** screen displays.

5. To generate a parent key for this student:

   a. Click **Add a Key for Parent Use**.

   b. On the **Select a Contact** window that displays, select the radio button by any contact who does not already have an account.

   c. Click **Generate a Parent Key**.

The parent key displays in the **Keys for Parent Use** field. The key can now be sent to the parent so that they can sign up for a ProgressBook ParentAccess account.

6. To generate a student key, click **Add a Key for Student Use**.

   The key now displays in the **Keys for Student Use** field. This key can either be sent to the parent so that they can create an account for their child, or the student can use it to create an account on their own.

Student Key Information ✖

Student First Name: Michael
Student Last Name: Hudak
Date of Birth: 3/7/2002
Active Keys: 0
Keys for Parent Use:
Keys for Student Use:

6 ➕ Add a Key for Parent Use
➕ Add a Key for Student Use