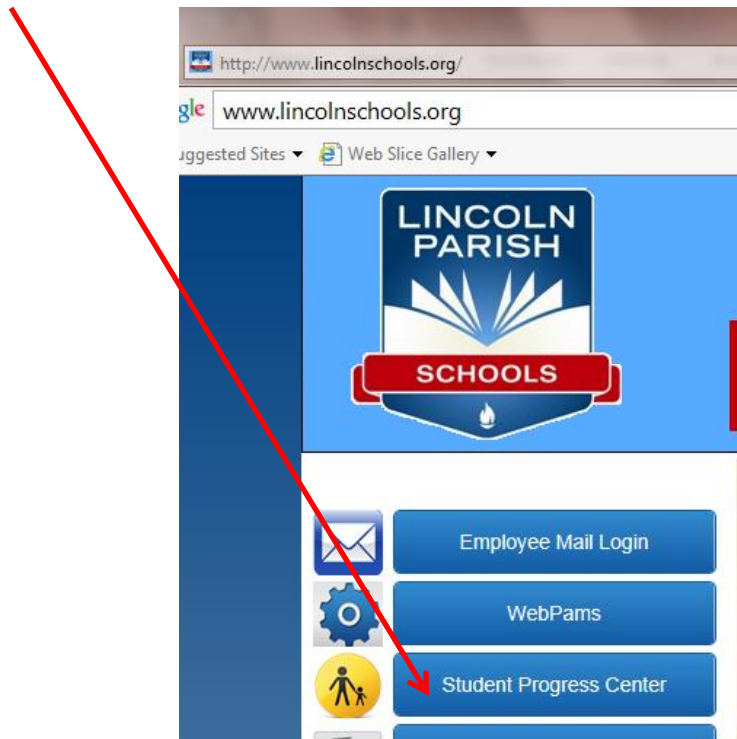


## GUIDE TO ACCESS THE STUDENT PROGRESS CENTER

URL: <https://jgrades.lincolnschools.org/progress/> or you may visit the Lincoln Parish School Board's website ([www.lincolnschools.org](http://www.lincolnschools.org)) and click on the "Student Progress Center" link.



If you are a registered user, enter your User Name followed by your password within the left-hand panel, and then click Login.

If you have misplaced or forgotten your username and password or if you are a first-time user of the Student Progress Center, click on the "Register New User" link located in the right-hand panel.

A screenshot of the Lincoln School District Student Progress Center login and registration page. The page has a dark grey header with the text 'Lincoln School District Student Progress Center'. Below the header, there are two main panels. The left panel contains a login form with a 'User Name' input field, a password input field (represented by dots), a 'Login' button, and a link for 'Forgot Password?'. The right panel contains a 'Register New User' button, a 'Help' button, and a language selection dropdown menu set to 'English'. A red arrow points from the top right towards the 'Register New User' button. At the bottom left of the page, the date and time '09.14.2015 16:30' are displayed.

1. Select your relationship with the student from the drop down menu and then enter your information into the proceeding fields.
  - o Click on the drop-down arrow and choose your relationship to the child (Guardian, Father or Mother).
  - o Enter YOUR last name (which might not necessarily be the same as the child's last name. )
  - o You are not required to enter your first name.
  - o Enter the Pin Number or PSN number : this number is the last five (5) digits of the child's social security number.
  - o You are not required to enter any other information. Click Continue

**Register New User**

**Step 1: Verification**

Cancel

Relationship :

Last Name :

First Name :

Pin Number :

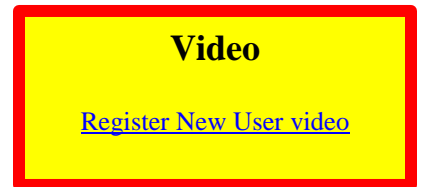
Street Address :

City :

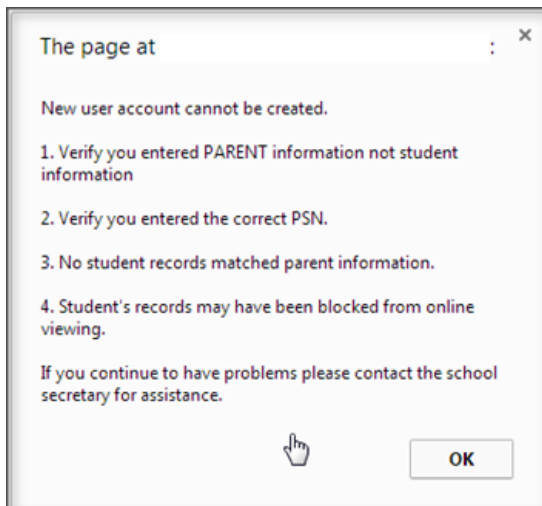
State : LA

Zip :

Continue



2. If the information you entered above *did not* match the data in the student information system, a message like below will appear. A new user **must be listed as a Guardian, Father, or Mother** of the student and all information about the user must match exactly with what is in the system. If you believe all the information is typed correctly and you are getting the message below, please contact your child's school to verify/update your information or to see if a fee is owed.



3. If the information *did* match with the data system, a screen similar to the one below will be displayed. You must enter a 6 – 20 character User Name, then enter the desired Password (twice)—again the password must be between 6-20 characters in length. You may have to answer a couple of security questions (example: what is your favorite color or food, etc.) Click on "Complete" to finish the new user registration.

**Register New User**  
**Step 2: User Creation**

Cancel

4

User Name

Password

Confirm Password:

Complete

4. Once you have entered the above information, you should see a message that reads “**Account Created Successfully.**”
5. Please make a note of your login and password . . . if you should forget or misplace this login information, you must register again as a new user.

Once the account has been created successfully, you should see your child’s picture. Click on the picture to view grades, discipline, communications, absences, etc.

If you click “Help” on the login page, there will be additional help guides and videos to help with navigation within the Student Progress Center.

**Lincoln School District  
Student Progress Center**

User Name

.....

**Login**

***Forgot Password?***

09.14.2015 16:30

Register New User

Help

English