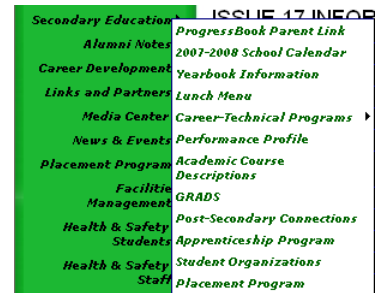


Greene County Career Center Parent Access Instructions



1. Access Progress Book by going to the Greene County Career Center's web-page at www.greeneccc.com. Place your cursor over the Secondary Education link and click the Progress Book Parent Link. Next, click the Progress Book icon to access the site. You may also access Progress Book by going directly to <https://parent.mveca.org/General/District.aspx>.
2. Click on the Greene County Career Center logo to enter Progress Book.
3. Enter the username and password provided to you with report cards. You will be required to change your username and password when you login for the first time. You will also be required to enter a valid email address at this time. Both the username and password are case-sensitive, so please type them exactly as they are assigned. After you've entered them, click the Login button.
4. Before you can continue, you will need to enter a new Username and Password. You must also provide a valid email address. Once you have provided the information, click Create My Account. If you have misplaced your login information, please email pbhelp@greeneccc.com to have a new username and password sent. When requesting account information, please include your full name and the student's full name and grade. The new username and password will be emailed to you as soon as possible.
5. When you have successfully created your account, you will receive a confirmation that includes your user ID and password. Click Start Progress Book to enter your child's account.
6. Once logged in, you will see the Greene County Career Center's Progress Book home page. From here, you have many options available. If you need help with your account, or have general account questions, you can click the email link to PBHelp directly from this screen.



Welcome to ProgressBook!

Before you can continue, you will need to create your own username and password.

User Name:

Password:

Your email address is needed in case you forget your username or password. This is required!

Email Address:

Create My Account

Welcome to ProgressBook!

Your Account has been created.

Your ProgressBook User ID is: KJMader

Your password is: 123123

Please record this information and keep it in a safe place.

Start ProgressBook

ProgressBook by Software Answers, Inc.

Logout

Home Student Classroom School My Account

Welcome to the Greene County Career Center!

If you need to request account information or need help accessing your account, please contact pbhelp@greeneccc.com. Please include your full name and the full name and grade of the student(s) associated with your account when emailing PB Help.

Student	Classroom	School	My Account
Averages Progress Details Attendance Schedule	Homework Monthly Planner Information	News & Information Event Calendar Event List Forms	Edit My Profile Change My Login Change my Password Link My Accounts Manage Accounts

General Information

STUDENT TAB

Averages—displays your student's grade by class for each grading period, you can click on the class link to navigate to the details screen to get more specific information about that class

Progress Details—displays assignments accompanied by weight, mark and comments for the class selected; you can use the drop-down menus next to course or grading period to get information about another course



Attendance—displays the student's daily school attendance

Schedule—displays the student's class schedule by period with links to each teacher's email address

CLASSROOM TAB

Homework—students and parents can check for homework assignments and activities if posted by the teacher

Monthly Planner—allows students to view homework and events in a calendar format, hover over an icon to view a description; click on a homework icon to see details about an assignment

Information—displays class home page of a teacher if created, teachers may use this to post attachments to be downloaded or links to relevant sites

SCHOOL TAB

News & Information—displays information about things that are currently happening at the Career Center and our satellite locations, if available

Event Calendar—displays important dates for the Career Center and our satellite locations, be sure to select the school you would like information about on the left-hand side of your screen

Event List—displays important dates in list format, be sure to select the school you would like information about on the left-hand side of your screen

Forms—lists available forms to be downloaded and printed

MY ACCOUNT

Edit My Profile—lets you change your first name, last name and email address

Change My Login—lets you create a new login name (you must put in your current login name and password to make changes)

Change My Password—allows you to create a new password for the account (you must enter your current password twice to make changes)

Link My Accounts—allows you to link accounts for other children attending the Career Center, you must enter your login information provided for each account you wish to link

Manage Accounts—allows you to reset your child's password in the event they lose the one provided by the school

Check the News & Information section regularly for information regarding Progress Book. Since this is new to the Career Center this year, we will be adding things periodically that we think may benefit our students and parents. If you have any questions about this application, please forward them to pbhelp@greenecc.com. A more in-depth manual can be found in the News & Information section of the Progress Book website.