- Go to: <u>https://paccess.mveca.org/district</u>
- Select your child's school district: Greene County Career Center



• Click the **Sign Up** button



- Click the type of account you are creating, Parent or Student
 - Parent registration key only work for parents and student only work for students

unty Career Center
e type of account you would like to create:
d Another Child to Your Parent Account arent account can have multiple children linked to it. Use this option to add another child to your existing account.
C Link student
w Parent Account arent account provides you access to view your children's progress, assignments, attendance, etc. Use this option to create your account.
 i am a parent
w Student Account student account provides students access to view information about their classes such as homework, graded assignments, etc. Use this option to create a

- Fill in the account information on the **Sign Up** screen:
 - Enter the **Registration Key**, Student's legal First Name, Last Name & DOB
 - o The student's details must <u>exactly</u> match the information in the Student Information system

Create a parent account					
Your Contact Information					
First Name:	Enter your first name]			
Last Name:	Enter your last name]			
Email:	Enter your email address (Used for password reset requests and teacher co	ommunications)			
Re-enter Email:	Re-enter your email address				
2 Account Details			Create a student account		
User name:	Create your user name]	Student Information		
Password:	Create your password]	First Name:	Enter your first name	
Re-enter Password:	Re-enter your password]	Last Name:	Enter your last name	
3 Link Students to Acco	ount		Date of Birth:	mm/dd/yyyy	
Student 1			Email address is not required. If provi	ided, it will only be used for password reset re	equests and teacher communications.
Registration Key:	Enter a registration key]	Email:	Optionally enter your email address	
First Name:	Enter student's legal first name		Re-enter Email:	Re-enter your email address	
Last Name:	Enter student's last name		Account Information		
			Registration Key:	Enter a registration key	
Date of Birth:	mm/dd/yyyy		User name:	Create your user name	
Tasks: Link another student to account			Password:	Create your password	
			Re-enter Password:	Re-enter your password	
• Register Or Cancel			• Register or Cancel		

Parent Registration Example

Student Registration Example

- If you have another child in the district, and another registration key
 - Click the Link another student to account button
 - If you have other student who attend a home school, these accounts must be separate as they are technically in two different school districts
- If only registering a single student, click **Register**
 - If the information is entered correctly, you will see a confirmation message display



• Click the Log in to your new account hyperlink to log in to ProgressBook Parent/Student Access