



## STUDENT PROGRESS CENTER Instructions for Parents/Guardians

# The City of Baker Schools

*“Informed Parents Are Empowered Parents”*

A vital step in helping your children achieve more is staying informed about their progress at school. One way to achieve this is for schools to tell you how your kids are doing. Now, we can take that idea one step forward and provide you with the means, through technology, to monitor your child's progress around the clock. The **Student Progress Center** is available to all parents and guardians of our school district. When parents and teachers work together as partners, learning becomes easier for the kids. Please review and complete the steps to accessing the Student Progress Center as listed below.

In the City of Baker School System Parents/Guardians will need to follow a **two-step process** for every child they have in the district unless they use the “link” option” that is made available once registration for the first child is established.

- The **first** step is to **create** a user name and password that is unique for each student. This step is done only once.
- The **second** step is to use this username and password in order to view the information for that specific student or students.

**If you have any problems with this process, please contact the Ricky Lee Jones at (225) 774.5795 or RLJones@BakerSchools.org.**

### STEP 1 - REGISTRATION – CREATE USERNAME

1. Open your internet browser (Firefox, Internet Explorer, Google Chrome)
2. Go to our website <http://www.bakerschools.org/> . Look in lower right-hand side of homepage
3. Click on “Student Progress Center.” You will be directed to the center. Once the Student Progress Center homepage opens up, **bookmark this page** or add to your favorites for future references. Then from your bookmarked favorites you may go directly to the Student Progress Center without accessing our website.
4. On progress center homepage Click on **Register New User** / Note that the fields are **REQUIRED** fields.

#### Verification:

**Relationship:** choose one. **Due to some procedural reasons** you should **try guardian** if “mother” or “father” does not work. **Last Name:** This is the parent's last name (mother, father, or guardian – depending on what you chose in the relationship field).

**PSN** - This is currently the **last 5 digits** of the student's social security number.

The next screen presented is where parents will create a login and password for their student(s) account(s). These are the questions that the parent must answer if they forget their passwords.

Be sure to click the SUBMIT button when finished. Congratulations! You have created your new account.

4. Click on **LOGOUT**      **NOW YOU ARE READY TO LOG IN!**

- 1.) Log in entering the USERNAME and PASSWORD you created during the registration process.