

# JCAMPUS STUDENT PROGRESS CENTER

## Instructions for Parents/Guardians

*“Coming together is a beginning; keeping together is progress; working together is success.”*  
 -Henry Ford

The East Baton Rouge Parish School System recognizes that parent/guardian engagement must be a priority for children to learn and achieve academic success. A vital step in helping your children achieve more is staying informed about their progress at school. In today’s digital world, it is extremely easy for a parent/guardian to keep track of their student’s success at school.

Parents/Guardians of children attending East Baton Rouge Parish Schools will be able to track their children’s progress by connecting to the **JCampus Student Progress Center**. The Student Progress Center (SPC) is a web-based portion of our JCampus student information system that will allow a parent/guardian to login securely and view information about their child’s **attendance, discipline, class schedule, grades, assignments, transcript, and state test scores** in “real time”. The Student Progress Center updates student data activity as it happens, enabling students and parents to track progress. Once data is entered on a student at the school-level, it is available on the Student Progress Center.

In order for a parent/guardian to access the Student Progress Center, they must enter their **5-digit PSN (Parent Security Number)** to create their SPC account. This information (5-digit PSN) must be provided by your child’s school. For security reasons, the person accessing the student data must supply information that matched the data in the JCampus student database.

The Student Progress Center website can be accessed by going to [www.ebrschools.org](http://www.ebrschools.org), locate “Resources” and select “Student Progress Center” link.



### First Time User Instructions

- Click “**Register New User**” on the right side.
- Begin registration process by selecting your **RELATIONSHIP** (Mother, Father, or Guardian) to the student.

**Create New User**

**Step 1: Verification**

• Please enter below the information about the PARENT/GUARDIAN registering the account.

• Please contact your school to obtain the PSN Number.

Relationship :	<input type="text"/>	Required
First Name :	<input type="text"/>	Required
Last Name :	<input type="text"/>	Required
PSN Number :	<input type="text"/>	Required
Zip :	<input type="text"/>	Required

- Complete the LAST and FIRST name of the Mother, Father, or Guardian, whichever you selected. The name must be entered exactly as it is listed in the student’s record in the school’s computer system.
- The **Parent Security Number (PSN)** must be entered as it appears in the student database. The PSN # can be provided by the child’s school. Enter zip code you provided to the school during registration. Click continue.
- If the information *did not* match the data system, an error message box 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 information entered in the system at the school.



**Note:** If you believe all the information is typed correctly, please contact your child’s school to verify/update your information.

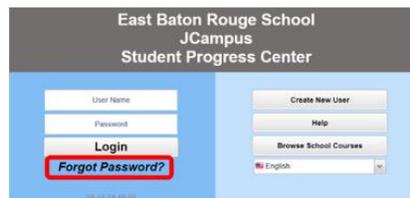
- If the information *did* match with the student data system, the account creation screen will appear. Enter a User Name, then enter the desired Password (twice). Next, select and provide an answer to two “Secret Questions”.
- Click “Complete” to finish the new user registration.
- A confirmation page will verify that your account was created successfully.
- Try your login and password.



**Note:** Once you have successfully created your login information, be sure to write it down and save it in a safe place for future use. Since your password information is completely private, it cannot be retrieved by school personnel.

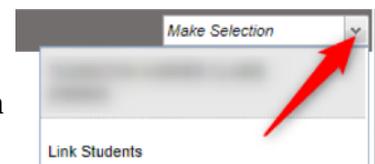
### **Forgot Password**

However, if you do forget your password, then you can click “Forgot Password” on the initial login screen. Answer the two secret questions that were set up when you registered as a new user. Click the “Submit” button.



### **Linking Multiple Students**

If you have additional students you are the parent(s)/guardian of who you would like to add you can do so by clicking the “Make Selection” drop down arrow in top right of screen and choose “Link Students”.



To link a student, you must enter the requested student information. The student information entered must match the data in the system at your child’s school.

- If a match was made between student and parent/guardian, a message like below will appear.



- If some information about the student DID NOT match the data entered at the school, a message like below will appear. Verify the student's information entered. If still no match, contact the child's school to verify the data.



- If some information about the Mother, Father, or Guardian DID NOT match the student's Mother, Father, or Guardian data entered at the school, a message like below will appear. Verify the information entered. If still no match, contact the child's school to verify your information in the data system.



### **Troubleshooting & FAQs:**

- I can't create a login: Make sure you are entering the relationship to the child, first name, last name, and zip code as it matches the data entered at the school level. If you are sure it is correct, contact the school to verify.
- I don't see all of my children enrolled at other schools: Make sure your relationship to the child, your first name, your last name, and zip code is the SAME for all your children at each school. If you are sure it is correct, contact the school(s) to verify.
- Will other people see my child's information on the Internet? No. Parents/Guardians only see information for their old child which is linked to them through the student data entered at the school.
- Do the schools have access to see my account? No. Only the person who creates the account will know the complete login credentials (username and password).
- How often is the Student Progress Center information updated? The information is "real time". When information is entered by the school, it is immediately available in the Student Progress Center.

