

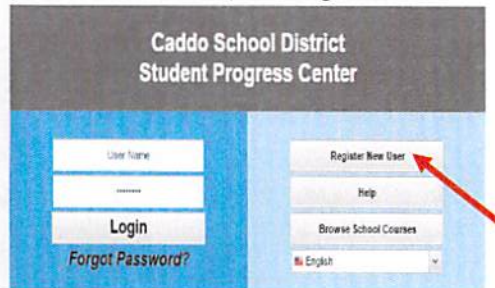
Accessing the Caddo Parish Public Schools Student Progress Center

Open your Internet browsing software, and go to <https://jgrade.caddoschools.org/progress/>.

The Caddo School District Student Progress Center login screen will be displayed.

Creating a New Account

If you are a first time user, click "Register New User".



Enter the required information:

Register New User

Step 1: Verification

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.

Cancel

Relationship: Required

Last Name: Required

First Name: Required

PSN Number: Required

Street Address:

City:

State: LA

Zip:

Continue

- Click the down arrow to enter your "Relationship" to the student (mother, father or guardian).
- Enter your "Last Name" and "First Name"; must be the mother, father or guardian's first and last name.

- Enter the PSN. "PSN" stands for Parent Security Number (last five digits of the child's SSN). It is a five digit number used by the system to verify a parent/guardian.

When done entering the above information, click "Continue". If the information provided to make a new account matched your child's information in the JCampus system, you will be allowed to create a login and password. Fill in the required information, as shown below. Click "Complete" when done.

Register New User

Step 2: User Creation

• Please enter a User Name, then enter the Password (twice).
• Select your secret questions and enter your answers.
• Click Complete to access your student's information.

Cancel

User Name: 6 - 20 characters

Password: 6 - 20 characters

Confirm Password:

Secret Question #1: ▼

Secret Answer #1:

Secret Question #2: ▼

Secret Answer #2:

Complete

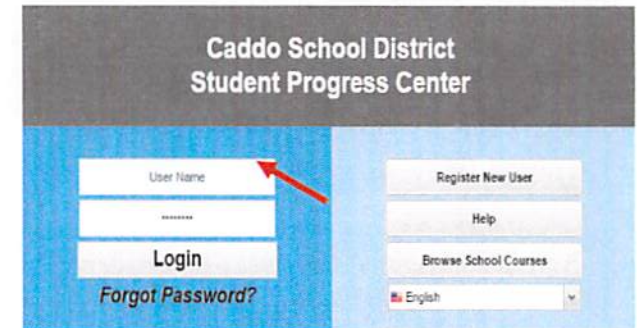
Once you have successfully entered the information, a message will indicate your account was created successfully. Use the form below to write down your account information entered (username, password), since it is completely private and cannot be retrieved by school personnel. Click "Login" to access your new account!

Login

Forgot Password?

Logging in to an Existing Account

If your account has already been created, enter your "User Name" and "Password", and click "Login".



Update Your Information

Help Caddo Parish Public Schools keep our records current by updating your contact information (address, phone numbers, email, and military data). This will insure that you receive all relevant communications from your child(s) school.

I Forgot My Password. What Can I Do?

Click the "Forgot Password?" link; you will be asked to provide the answers to the secret questions you chose when the account was created. Click "Submit". You will then be allowed to create a new password.

