

Add Students to your Existing Parent Access Account

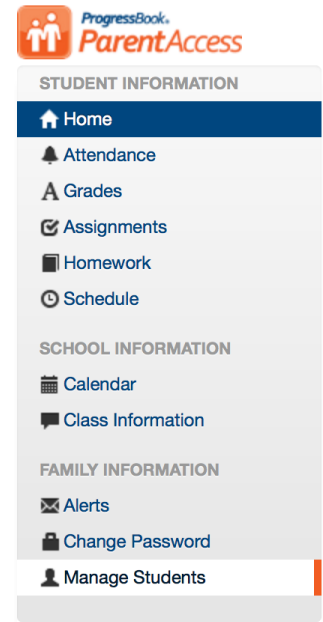
1. Log in to ProgressBook via this link: <https://parentaccess.neonet.org>
 - a. Select Coventry Local Schools from the list of districts.
 - b. Enter your username and password; click **Sign In**.
2. Click the **Manage Students** link on the lower left side of your home page as shown in the image to the right.
3. In the Accounts area, click **Register New Student** link.



Accounts

Do you have another registration key? Use this option to add another student to your account.

[Register New Student](#)



4. Enter the student's first and last names exactly as they appear on your registration document*.
5. Enter the student's date of birth using the following format: MM/DD/YYYY
 - a. MM=two-digit numerical representation of the month of birth
 - b. DD=two-digit numerical representation of the day of birth
 - c. YYYY=four-digit numerical representation of the year of birth
6. Enter the student's registration key exactly as it appears on your registration document*. The registration key **is** case-sensitive.
7. Click Save. The student should now be linked to your existing account.
8. To navigate between students in your account, use the student icons at the bottom left side of the ProgressBook homepage.



*If you did not receive your registration document, please complete the Parent Access Assistance Survey at: <http://www.coventryschoos.org/ProgressBookParentAccess.aspx>