



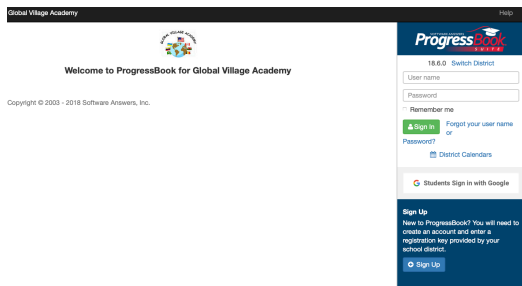
ProgressBook Parent Access

How To: Add a Child to Your EXISTING Account

- If you have never logged in before and do not yet have an account, see the document “Create New Account”
- Before you begin, you must have your one-time **REGISTRATION KEY** from the school office.

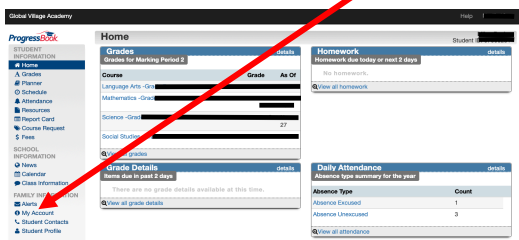
Step 1:

Log-in to your existing account: <https://pa.neonet.org>



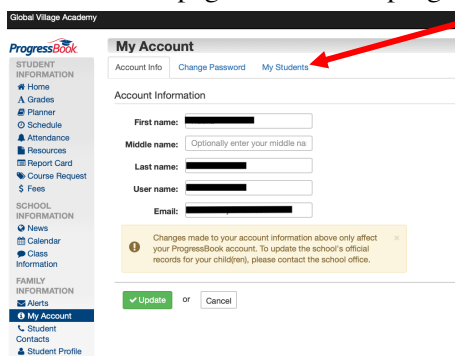
Step 2:

In the grey menu on the left-hand side, under **FAMILY INFORMATION**, click **My Account**



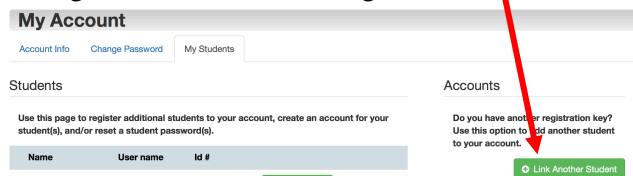
Step 3:

From this next page, select the top right tab, **My Student**



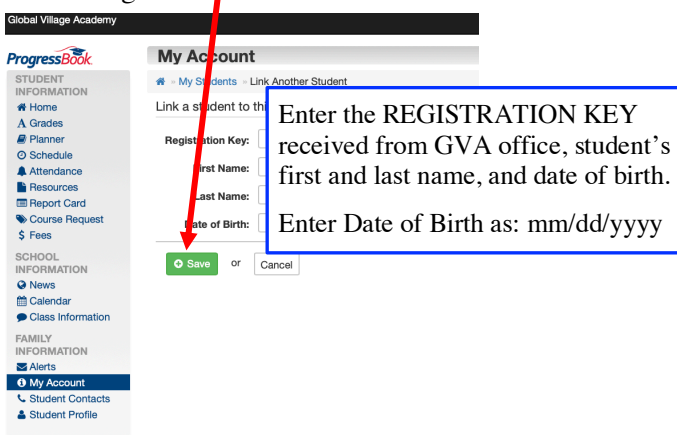
Step 4:

Click green button on the far right, **Link Another Student**



Step 5:

Fill in the information for the child you want to add, then click the green **Save** button



TROUBLESHOOTING

Password & Username: You must obtain each child's unique Registration Key from GVA. *The key is only good for one-time use.* If key isn't working, you may have logged-in before.

If you can't access your account **after** you have registered, return to <https://pa.neonet.org/district> and click **Forgot your user name or password.** The school cannot see your password.

- **Forgot my password** requires you to enter your username. A password reset link will be emailed to you. You have 30 minutes to activate this link or you'll have to go through the process again.
- **Forgot my user name** requires your email address. The user name is sent to your email.

Locked Accounts: Accounts will lock after 10 failed attempts to log-in. You must wait 10 minutes to try again.