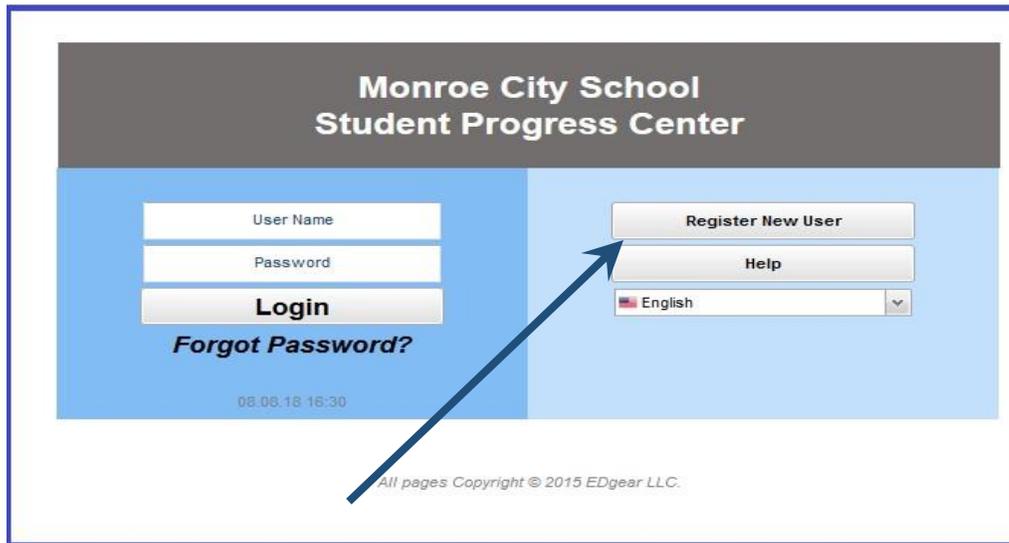


Student Progress Center (Formerly Parent Command Center)

1. Open your internet browser (Google Chrome, Mozilla Firefox, Safari; it will not work with Internet Explorer or Microsoft Edge)
2. Go to <https://jgrade.mcschools.net/progress/> Also, you can go to the Monroe City Schools Home <http://mcschools.net>. The link for the Student Progress Center (Parent Command Center) is in the Quick Links list on the right side of the screen.



3. Click on **Register a New User**. Choose the relationship to the student (Mother, Father or Guardian). The PSN is the last five numbers of your student’s social security number. If the information *did not* match the data system, a message like below 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 what is in the system. If you believe all the information is typed correctly and you are getting the message below, please contact your child's school to verify/update your information or to see if a fee is owed.

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..

Relationship : Required

Last Name : Required

PSN Number : Required

4. Create a User Name and Password. Choose security questions and answers to be used in case the password is forgotten. Parents can select their own security questions.

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.

User Name : 6 - 20 characters

Password : 6 - 20 characters

Confirm Password :

Secret Question #1 : ▼

Secret Answer #1 :

Secret Question #2 : ▼

Secret Answer #2 :

Be sure to click the Complete button when finished. Congratulations, you have created your new account.

5. Click on the **LOGOUT**

Hello CHRIS | Logout Make Selectio

Message From School SALLY CHAISSON

1 of 1 DEMO SCHOOL 001

USING/VIEWING STUDENT INFORMATION

Log in using the USERNAME and PASSWORD you created during the registration process. Click the Login button.

1. After logging in to the Student Progress Center, you will see messages from the school or central office on the left, and your student's summary information on the right.
2. To see details about a student, click on the student's picture.
3. Click on the different column headers on the menu bar to see detailed information (Grade, Calendar, Attendance, etc.).
4. Click on "Student Home" on the left on the menu bar to see the student's summary page.
5. Click on "Parent Home" on the right on the menu bar to see the parent's summary page and to select another student.
6. In the upper right hand corner, you will see a drop down arrow. The menu contains a list of students connected to your user name and password, an option to Link other students to this account, view your Contact Information and Help.

NOTE: You can use the 'Link Students' button at the bottom to add other family members to this account. Follow the instructions. Remember that you use the *entire* social security number for this family member.

Link Student

This page allows parents/guardians to link students to their Student Progress Center portal. To link a student you must enter exactly the student's first name, last name, birthdate, and then either the SSN or school the student attends. Once all the required information is filled in, click on the Submit button.

First Name :

Last Name :

Birthdate : Aug 9 2018

SSN :

OR

School :

(Updated 8/9/2018)