The student's new password displays.
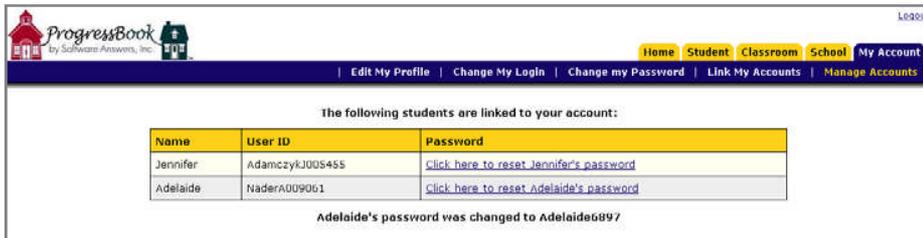

Figure 28.   Reset student passwords on the Manage Accounts section of the My Account tab.

Alerts

If your school district supports alerts regarding students' progress, the Manage Alerts section displays in the banner under the My Account tab. Even if alerts are supported by your school district, your student's school may or may not send alerts. If you have several students attending different schools in the same district, one school may send alerts and one may not or one school may send a type of alert that another does not.

Alerts come in the form of an email message which does not provide details about the assignment(s) in question. See *Figure 29*.
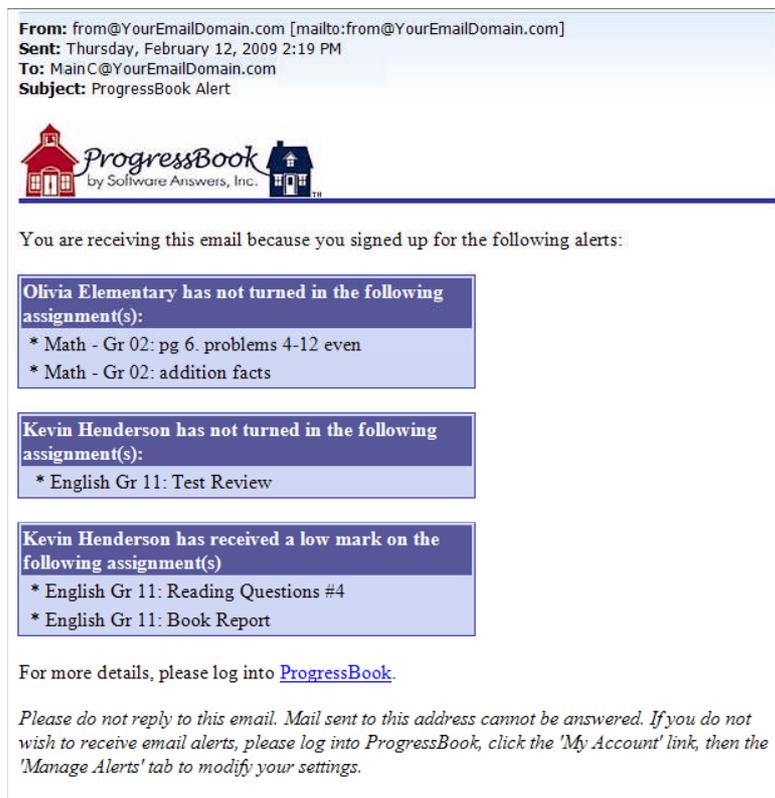

Figure 29.   Sample ProgressBook ParentAccess Alert in Email Format

You cannot reply to this email message so you must log in to your ProgressBook ParentAccess account to view assignment details.

School buildings may generate alerts daily or weekly depending on their schedule. Contact your school for their schedule of alerts. One alert for each type should be sent only once for each assignment in a reporting period.

Manage Alerts

You must log in to your account on the ProgressBook ParentAccess Web Site to subscribe to the available alerts. You will receive an alert at the email address(es) you specify after the school has sent the alert on the specified day and time.

1. On the Manage Alerts section of the My Account tab, select the **check box next to the alert** you want to receive for each student that is associated with your account.

Note: If your student's school does not support alerts, the following message displays next to your student's name, "Alerts have not been set up for the attending school."

Note: If you have not previously saved an email address for alerts, the email address you use for your ProgressBook ParentAccess Web Site account displays in the first Email address field.

2. Type the **email address** to which you want the alerts sent in the Email address fields.

Note: You may enter up to four email addresses and can update them at any time.

3. Click **Save**.

    If you have not entered at least one email address, the following message displays "Alerts cannot be sent without an email address. Please enter your email address."
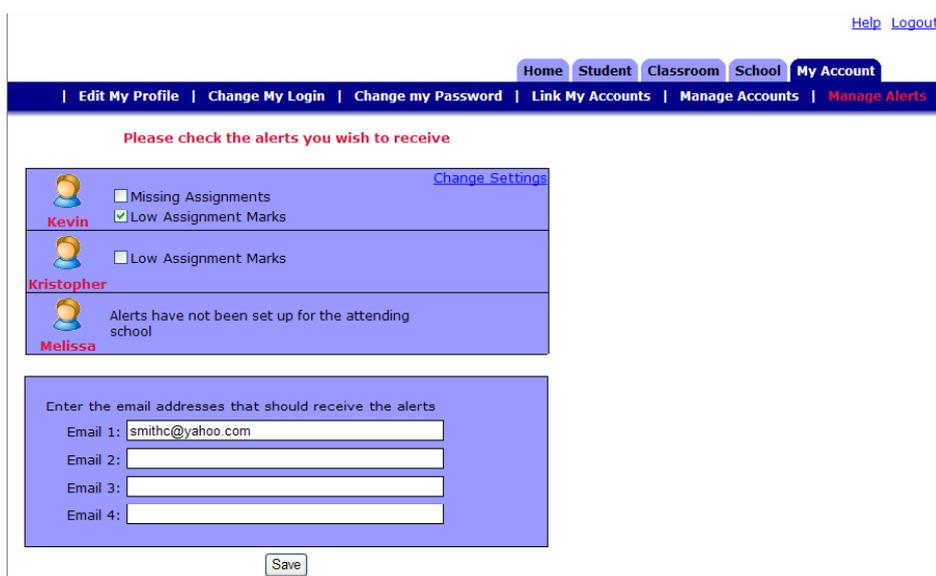
Figure 30.   Select the alerts you want to subscribe to and enter the email address to which they should be sent on the Manage Alerts section of the My Account tab.

Change Settings for Low Assignment Marks Alert

1. If you subscribe to the Low Assignment Marks alert, click the **Change Settings** link.

2. On the Low Mark Alerts window, select the appropriate **mark** in the Grade column for each class listed.

Note: NA displays in the Grade column of a class that uses standards-based report cards because the low mark alert is not available at this time for these classes.

3. Click **Save**.

4. Close the Low Mark Alerts window.
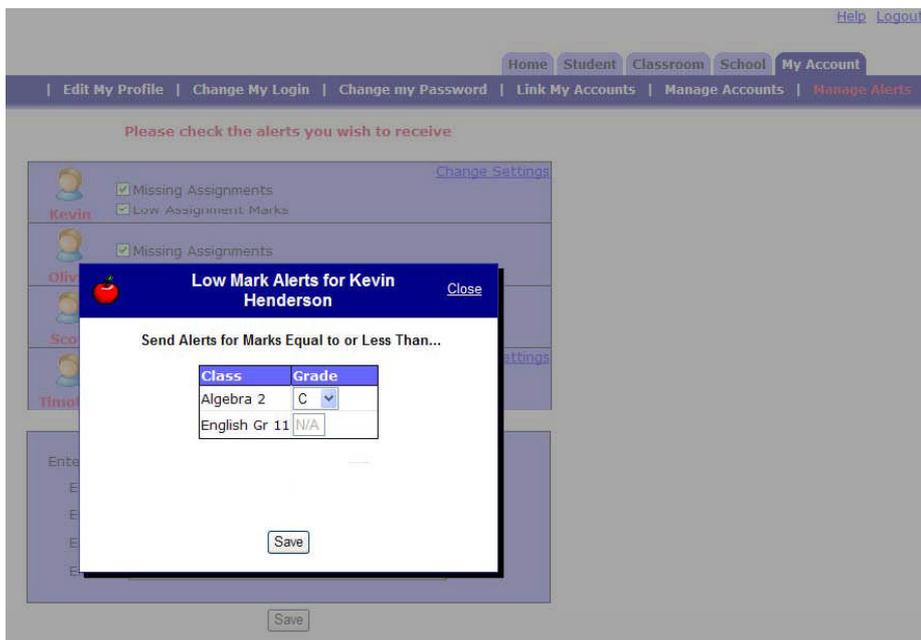
Figure 31.   Select the mark in each class that represents the threshold that if assignment marks fall below you want to receive low mark alerts.