

# UACenla: Getting Started with Student Progress Center

- To create an account, you will need to confirm some information on the Student Demographic page sent by school. Use the form to confirm your...
  - Relationship (Mother, Father, Guardian)
  - First Name, Last Name
  - 5 digit Security code: "Student Portal Number"

## STUDENT ENROLLMENT FORM

Correct information is very important to our school. In an effort to keep our records up-to-date, please check the information below. Add the missing items and correct incorrect information. Emergency phone numbers are mandated by law.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the parents of:  
 ARCENEUX JAY  
 6007 FINANCIAL PLAZA SUITE  
 SHREVEPORT LA 71129

School: DEMO SCHOOL 006  
 Year: 1415 Grade: 12  
 Homeroom: WALKER SHAUNA  
 Bus: (AM) \_\_\_\_\_ (PM) \_\_\_\_\_  
 Student's Physical Address:  
 Address1: 6007 FINANCIAL PLAZA  
 Address2: APT 213  
 City/ST/Zip: SHREVEPORT LA 71129

**Student Demographic Information**

Gender: Male  
 Birth Date: 08/22/1995  
 Phone: (318) 868-8000  
 SSN: \_\_\_\_\_

**Father's Information**

Name: ARCENEUX, CHRIS JR  
 Address1: 6007 FINANCIAL PLAZA  
 Address2: SUITE 215  
 City: SHREVEPORT State: LA Zip: 71129  
 Home (318 )868-8000  
 Cell ( )  
 Work (318 )868-8000 Beeper ( )  
 Employer: DISABLED  
 Email: \_\_\_\_\_  
 Student Portal # (5 numbers): 17622  
 Emergency Information

Are you Hispanic?  Yes  No If No, select a primary race. Select all applicable secondary

Primary Race: Black  
 White  
 Black  
 Asian  
 Native American/Alaskan  
 Hawaiian/Pacific Islander

Secondary Race: \_\_\_\_\_  
 White  
 Black  
 Asian  
 Native American/Alaskan  
 Hawaiian/Pacific Islander

**Mother's Information**

Name: ARCENEUX, TISHA  
 Address1: 6007 FINANCIAL PLAZA  
 Address2: SUITE 215  
 City: SHREVEPORT State: LA Zip: 71129  
 Home (318 )868-8000  
 Cell ( )  
 Work (318 )868-8000 Beeper ( )  
 Employer: JENNINGS AMERICAN LEGION HOSPI  
 Email: SUPPORT@EDGEAR.COM  
 Student Portal # (5 numbers): 30019  
 Guardian's Information

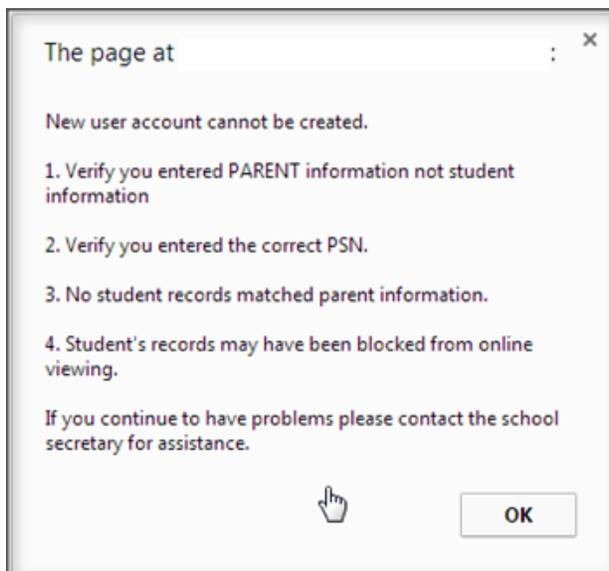
- Next, go to <https://services.edgear.net/progress>.

3. Click the button “**Register New User**” as shown below.



The image shows a light blue rectangular form with rounded corners. At the top, it says "User Name:" followed by a white input field. Below that is "Password:" followed by another white input field. In the center is a grey button labeled "Login". At the bottom, there are two buttons: "Forgot Password" on the left and "Register New User" on the right. A red circle with the number "1" is placed over the "Register New User" button, with a red arrow pointing to it from the left.

4. Select your relationship with the student from the drop down menu and then enter your information into the proceeding fields.
- A. **Note:** “**Pin Number**” is the 5 digit Student Portal number from the student information page.
5. 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.



6. If the information **did match** with the data system, a screen like below will be shown. Enter a User Name, then enter the desired Password (twice). Click on "Complete" to finish the new user registration.

The screenshot shows a web form titled "Register New User" with a sub-header "Step 2: User Creation". At the top left is a "Cancel" button. On the right side, there are three input fields: "User Name", "Password", and "Confirm Password". A red circle containing the number "4" is positioned to the left of these fields. Two red arrows originate from this circle: one points to the "User Name" field, and the other points to the "Complete" button located below the "Confirm Password" field.

7. You will be brought to the login page. Try out your new login and password to access your child's information.
8. On the next page is an overview of the Parent Home Page which is displayed after logging in.
9. Detailed help is available at:  
[http://spc.edgear.net/wiki/spc/index.php?title=Student Progress Center Main Page](http://spc.edgear.net/wiki/spc/index.php?title=Student_Progress_Center_Main_Page)

## Parent Home Page

The Parent Home page shows initial information about the student(s) connected to the Parent's account. Below is a description of the basic features of the page.

The screenshot shows the Parent Home Page interface. At the top left, it says "Hello CHRIS | Logout". On the right, there is a "Make Selection" dropdown menu with a red circle '6' next to it. Below the header, there is a "Message From School" section with a "1 of 1" indicator and a red circle '1' next to the text "No Messages To Display". To the right, there are two student profiles. The first is for "SALLY CHAISSON" at "DEMO SCHOOL 001". Her profile includes a photo (with a red circle '2' next to it), a "1.0" score for "This Term Absence" (with a red circle '3' next to it), "0" for "7 Day Work Due" (with a red circle '4' next to it), and "0" for "All Classes Notes" (with a red circle '5' next to it). The second profile is for "JEFF CHAISSON" at "DEMO SCHOOL 008", showing "0.0" for "This Term Absence", "0" for "7 Day Work Due", and "0" for "All Classes Notes".

1. After logging in to the Student Progress Center, you will see messages from the school or central office on the left, and your child(ren)'s summary information on the right.
2. To see details about a student, click on the student's picture.
3. Click on "Absence" count to see detailed information about the child's attendance.
4. Click on "Work Due" to see information about upcoming assignments or lessons.
5. Click on "Notes" to see any notes from teachers.
6. In the upper right hand corner, you will see a drop down arrow. The menu contains a list of children connected to your user name and password, an option to **Link** other students to this account, and if available, update your **Contact Information**.

This close-up shows the "Make Selection" dropdown menu. The menu is open, displaying a list of students: "CHAISSON SALLY 0020016", "CHAISSON JEFF 1089944", and "CHAISSON DAVID 1089972". A red arrow points from the dropdown arrow icon to the list. Below the list, there are two options: "Link Students" and "Contact Information". A callout box points to "Link Students" with the text "Link another student to account." Another callout box points to "Contact Information" with the text "Update Contact Information."