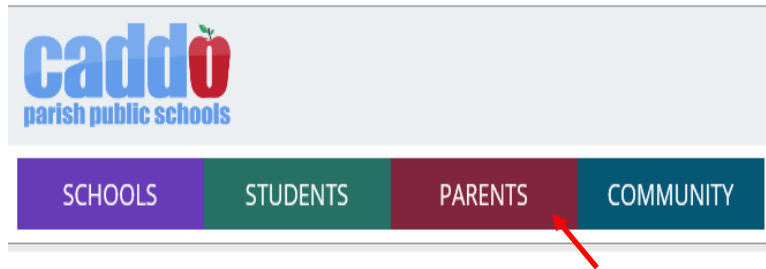# Accessing the Caddo Parish Public Schools Student Progress Portal
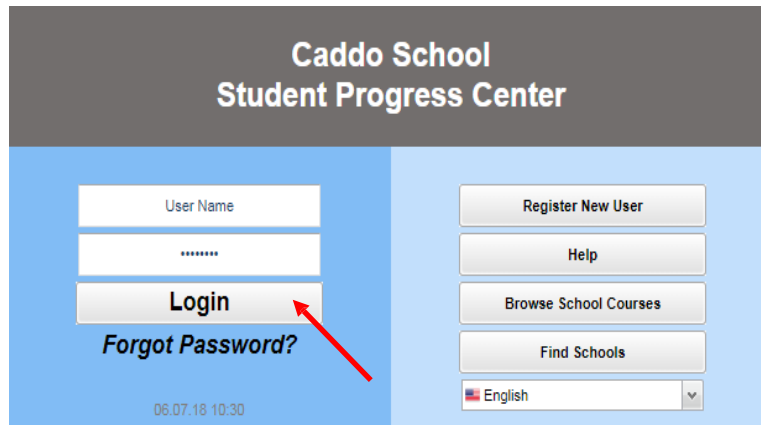
Open your Internet browsing software, and go to **www.caddoschools.org.** Click on the **Parents** and select **Student Progress Portal**.

The Caddo School District Student Progress Portal login screen will be displayed.

Logging in to an Existing Account

If your account has already been created, enter your "User Name" and "Password", and click "Login".

Creating a New Account

If you are a first time user, click "**Register New User**"

Enter the required information:

- **Click the down arrow to enter your "Relationship"** to the student (mother, father or guardian).
- Enter your "**Last Name**" and "**First Name**"; must be the mother, father or guardian's first and last name.
- Enter the **PSN**. "**PSN**" stands for **Parent Security Number (last five digits of the child's SSN)**. It is a five-digit number used by the system to verify a parent/guardian.

When done entering the above information, click "**Continue**". If the information provided to make a new account matched your child's information in the JCampus system, you will be allowed to create a login and password. Fill in the required information, as shown below. Click "**Complete**" when done.

Create a login and password. Fill in the required information, as shown below. Click "**Complete**" when done.

Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered (username, password, answers to secret questions), since it is completely private and cannot be retrieved, even by school personnel. Click "**Login**" to access your new account.

You will be directed to the Student Registration Update screen where you can update demographic information on your student; if the information is correct, select No Change and click **Save and Continue**.

Column 1

Student Registration Update Instructions

Update Your Information

Help Caddo Parish Public Schools keep our records current by updating your contact information (address, phone numbers, email, military data). This will insure that you receive all relevant communications from your child(s) school.

Start

Upon completion, you will be directed to the Home Page. Use the menu at the top of the screen to view student information.

Grade   Calendar   Attendance   Discipline   Transcript   Test   Communication   Documents

I Forgot My Password. What Can I Do?

Click the "**Forgot Password?**" link; you will be asked to provide the answers to the secret questions you chose when the account was created. Click "**Submit**". You will then be allowed to create a new password.

**Caddo School
Student Progress Center**

User Name

Login

Register New User

Help

Browse School Courses

Find Schools

Forgot Password?

06.07.18 10:30

English

Column 2

Step 2: Please answer your secret questions.

Secret Question #1 : What is your mother's maiden name?

Secret Answer #1 :

Secret Question #2 : What is your favorite color?

Secret Answer #2 :

Submit   Cancel

If I Need Help. Who Can I Call?

If you are having trouble with login or creating an account, call your child's school for assistance. You can also call the following Information Technology Support staff for assistance.

Ebonie Locke	318-603-6410
Richard Kennedy	318-603-5574
Daisy Powell	318-603-5498
Ty-Rell Walton	318-603-5603
Dianne White	318-603-5600

#WeAreCaddo

Column 3

NEW: **The most recent Report Card is now available under "DOCUMENTS" in Student Progress Portal!**

When entering the Student Progress Center, a popup message will display to indicate there is a document available for review.

Note: Currently, the DOCUMENTS area retain only the most current Report Card or Progress Report. Please print or download the document to save a copy before the next report is produced.

Warning

There are new documents that need your review.

Close   Go To Documents

Pages   Grade   Calendar   Attendance   Discipline   Transcript   Test   Communication   **Documents**

Click on "Go To Documents" to review the documents or "Close" to not go to the Document area.

Official Documents

New Progress Report 2020-09-30 13:03:18   New 05Skill Based Report Card 2020-06-16 08:30:39   Report Card 2020-05-28 12:46:39

Red "**New**" badges will display above the document icon if the icon has never been clicked on to be reviewed. Once reviewed, the badge will no longer display. To **Print** - Click on the document and a print servlet window will appear. Then click on the print icon at the top right to print the document.