

Parent Access Account Creation Instructions

The software that was used to check student grades has been replaced with a new version of Parent Access. Parent Access will provide you with information about your child's progress. Just follow these steps to get started. **NOTE:** The link to Progress Check is also available on your school web page under Student/Parent.

Step 1: Go to <https://pbaccess.hccanet.org> and select your student's school district from the list

Step 2: Select create your account

Step 5: Enter Account information and continue

Username must be 6-50 Characters

Password must contain at least 1 number, 1 letter, 8-50 characters and cannot match your username

Step 3: Select Parent as Account Type

Step 6: Enter the below Student Information exactly as provided by the school:

Registration Key:

First Name:

Last Name:

You must enter this information **exactly** as provided by the school.

You must provide your student's date of birth in the format **mm/dd/yyyy**

Step 4: Enter your demographic data and continue

All fields are required except middle name

If you only have one student to enroll, click **REGISTER**

If you have additional students to add, click on enter **another registration key** and fill out the required fields using the registration letter provided for that child. When finished adding students click register

Step 7: Sign on using the newly created account information

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Step 7 Continued:

Click Sign on to continue to parent access

Click Remember me to have your username appear next time you login from this machine

User information:

The parent has to manage and create the account using the key provided on this sheet. If you can't access your account after you have registered, you must return to the website <https://pbaccess.hccanet.org> and click Can't access your account (see below).

Can't access your account:

What do you need help with?

- I forgot my password
- I forgot my user name
- My account has been locked

Please enter user name:

Enter your user name

Continue

Enter the your username to retrieve your password

Enter your email address associated with the account to receive your username

Create Student Accounts:

Click **Manage Students** on left hand navigation bar to begin the process of creating an account for your student(s)

Manage Students

Students

Use this page to register additional students to your account, create an account for your student(s), and/or reset a student password(s).

Name	User name	Id #	Actions
Chandler			Create Account

Fill out the fields below to complete the student account creation process. The username and passwords rules in step 5 apply to the student account as well. Email cannot be the same as the parent account email. To complete the process click create

Manage Students

Create Student Account For Chandler

User name:

Password:

Re-enter Password:

Email:

Re-enter Email:

[Create](#) [Cancel](#)