<div align="center">**Parent Command Center Directions**</div>
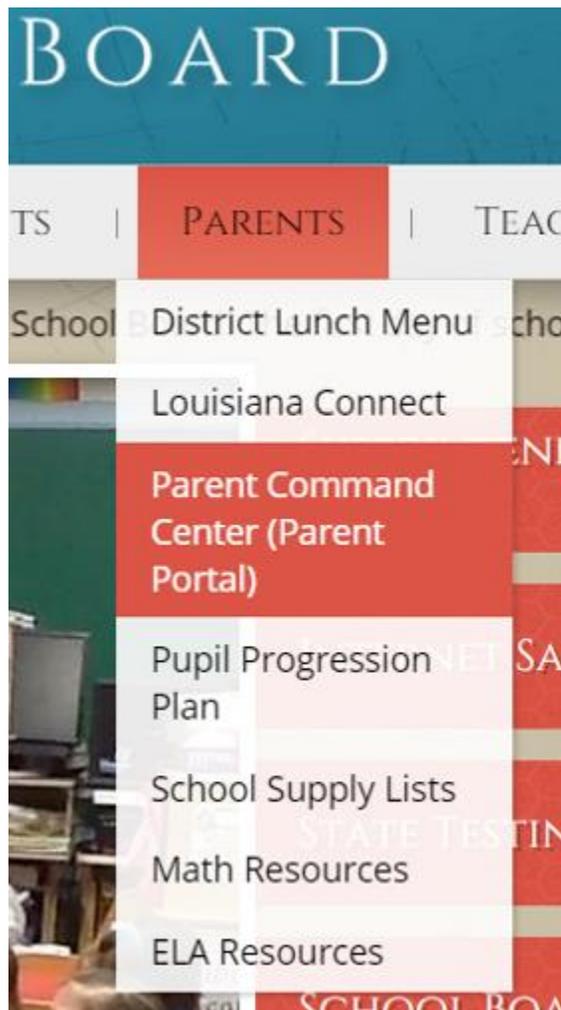
Parents of children attending Concordia Parish School District may track their children's progress via the Internet. Using the Parent Command Center, a parent can check a child's attendance, grades, assignments, discipline, transcript, and fees.

For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. A student information form containing this information will be provided. If there is no match, an account cannot be made. A parent would then contact the office to verify information. Usually it is a simple matter of making a name match (Ex… Parent's first name is "Charles", but the computer system has "Charlie").

Directions on how to navigate to the site, create an account, and use the site are provided in the following pages:

Navigating to the Parent Command Center

Open your Internet browsing software, and then go to *www.cpsbla.us*. Click the Parents link and then click Parent Command center.

The Parent Command Center login screen will be displayed. If a first time user, click "**Register a New User**" as shown by the red arrow below. If your account has already been created, type your "**Username**" and "**Password**", and then click "**Sign In**".

Creating a New Account

Enter the requested information as shown below.

- Choose your relationship to your child. Either mother, father or guardian

- "**First Name**" and "**Last Name**" should be the parent's first and last name.

- "**PSN**" stands for **Parent Security Number**. It is the last five digits of your child's social security number. **If you have more than one child, it doesn't matter which child's social you enter.

- When done, click "**Submit**".

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..

Cancel

Pick your relationship to the student.

Relationship : Mother   Required

Last Name :   Required   Enter your last name.

First Name :   Required   Enter your first name.
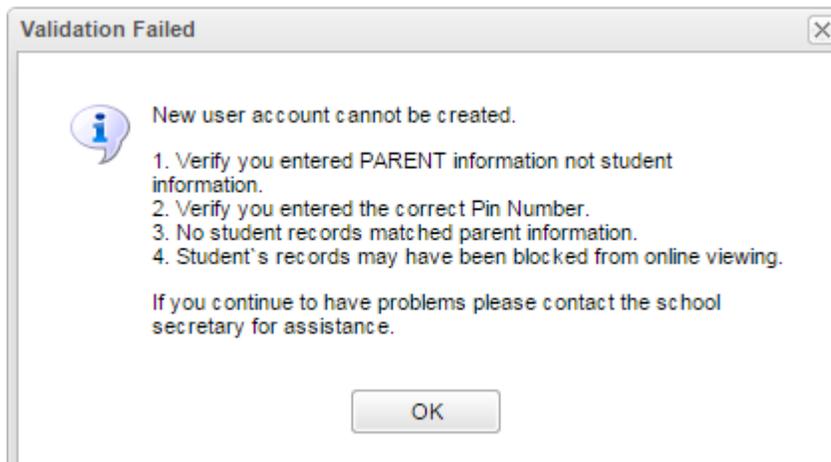
PSN Number :   Required   Enter the last 5 digits of your child's SSN.

Continue   Click "**Continue**".

The system will check to see if the information provided matches with a student. <u>If there is no match</u>, you will see a message like below. The usual problems are related to...

- Names provided don't match names in the system. Example: "Christina" was entered as a parent first name, but the computer system has "Christine". Check the name on the student information form. Is it the same as the one used to create the account?

- The "**PSN**" field does not match the number in the computer system. Check to see what SSN is on file for your child at his/her school.

If you receive a message as shown below, click "**OK**". Verify your information, and then try again. If this does not work, please contact the Secretary at school to verify your information against what is contained in the computer system.

Validation Failed   ⊠

> ℹ New user account cannot be created.
>
> 1. Verify you entered PARENT information not student information.
> 2. Verify you entered the correct Pin Number.
> 3. No student records matched parent information.
> 4. Student's records may have been blocked from online viewing.
>
> If you continue to have problems please contact the school secretary for assistance.
>
> OK

If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click "**Complete**" when done.

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.

Cancel

User Name :		6 - 20 characters
Password :		6 - 20 characters
Confirm Password :		
Secret Question #1 :	⌄	
Secret Answer #1 :		
Secret Question #2 :	⌄	
Secret Answer #2 :		

Complete

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, since it is completely private and cannot be retrieved, even by school personnel. Click "**Login"** to access your new account!

New User Registration

Account created successfully!
Please click the login button to return to the main screen.

Login

I Forgot My Password. What Do I Do?

Click the "**Forgot Password"** link, and enter in your username. Click "**Submit"**. You will then answer your security questions. Then you'll be allowed to create a new password.

Forgot Password

Step 1: Please enter your user name.

User Name : [   ] 6 - 20 characters

Submit   Cancel

Step 2: Please answer your secret questions.

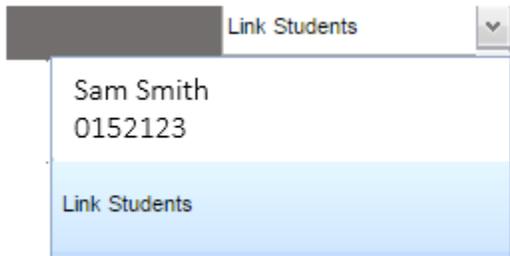Secret Question #1 : What is your mother's maiden name?
Secret Answer #1 : [   ]
Secret Question #2 : What is your favorite color?
Secret Answer #2 : [   ]

Submit   Cancel

Linking Other Children

To link another child to your account, click the arrow in the upper right hand corner of the Student Progress screen. Choose Link Students.

To link other children you will enter the Last Name, First Name, *9 digit* social security number *(without dashes),* and the birthday of your child.

If you experience problems linking your other children to your account, check with the school to make sure that your name and/or your child's name is spelled correctly in the student information system. It could also be that the school may have the incorrect SSN or birth date on file for your child. A discrepancy with any of these fields can keep you from successfully linking your other children.