



Progressbook Student Access Instructions «StaffLastName»

Dear «FirstName» «LastName» Grade: «GradeLevel»

As a MCSD student you can view your grades and attendance using Progressbook. To access Progressbook, you will need to have an active Internet connection and have a web browser (preferably Internet Explorer 5.0 or higher) open. Then do the following:

1. **Go to parentaccess.swoca.net.** You can do this by typing parentaccess.swoca.net into your browser's address bar. Do not type www in front of the address. You can also find a link to Progressbook at www.middletowncityschools.com.
2. **Click on Your school.** Once you are at <http://parentaccess.swoca.net>, click on the Middletown City Schools school logo.
3. **Enter Username and Password.** You will be prompted for your username and password. Later, you will be able to change them to whatever you prefer. **Both** the username and the password are case-sensitive, so please type them **exactly** as they are below (in all capital letters if necessary). After you've typed both of them in, click on the Login button.

Enter your Login Information Below

User Name:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

Forgot your Password? [Click Here](#)
Forgot your User Name? [Click Here](#)

Your Username is:
«LoginName»
Your Password is:
«Loginpswd»

4. **Update your contact information.** Please provide your email address—if you forget your password, a new one will be sent to the email address you provide here. **Be sure to click on the Save button when you are finished typing.**

Enter Contact Information

Please fill in the fields below and press the save button.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
	<input type="button" value="Save"/>

An online version of these instructions is available at
<http://www.middletowncityschools.com/pdf/StudentAccessLetter.pdf>

5. **Change your password.** The initial password provided to you may be difficult to remember. You can change your password by clicking on the [Change Your Password](#) link along the left side of the window. Type the original password provided to you in the [Current Password](#) box. In the [New Password](#) box, type whatever you would like to use for your password. Type the same new password again in the [Confirm Password](#) box. *Be sure to click on the Save button when you are finished typing.*

Change Your Password

Please fill in the fields below and press the save button.

Current Password:

New Password:

Confirm Password:

6. **Change your Login Name.** Your username can also be changed to something easier to remember. You can change your login name by clicking on the [Change Your Login Name](#) link along the left side of the window. In [Current Login Name](#), type the username given to you by the school and type your current password into the [Password](#) box. In the [New Login Name](#) box, type whatever you would like to use for your Login Name. *Be sure to click on the Save button when you are finished typing.*

Change Your Login Name

Please fill in the fields below and press the save button.

Current Login Name:

Password:

New Login Name:

7. **View your attendance, homework, and progress.** You can view your attendance history, homework assignments, and progress report by clicking on the appropriate tabs on the top right of the window.



8. **Logout.** When you are finished using Progressbook, be sure to Logout by clicking on the Logout tab on the top right of the window. You can then close the window normally.

Need Help? Call 513-217-2761 or email PBsupport@middletowncityschools.com