

PARENT ACCESS LOGIN INSTRUCTIONS

To access Progress Book, go to www.mvctc.com, click on Current Students. Here you will find two ways to get to the login screen. You may either click on the Progress Book link under WebAccess or you may click on “Parent’s Place” under the Quick Links to the right.

Once you have logged in with the username and password that was issued to you, please read and follow the instructions below.

Update your contact information.

Change the first and last name from your student’s name to your name since you will be accessing this account. *Be sure to click on the Save button when you are finished typing.*

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.*

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** box, 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.*

Link all students to one account.

If you have more than one student enrolled at **MVCTC**, you will want to link them all to one account. Click on the [Link Additional Children to this Account](#) link along the left side of the window. It will ask for the Login Name and Password of your other student(s). Once you’ve typed this information in, click on the Link button.

View your student’s attendance, homework, and progress.

You can view your student’s attendance history, homework assignments, and progress report by clicking on the appropriate tabs on the top right of the window.

Logout.

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