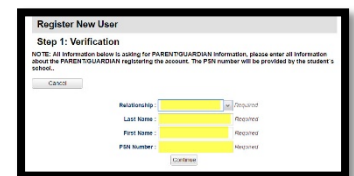
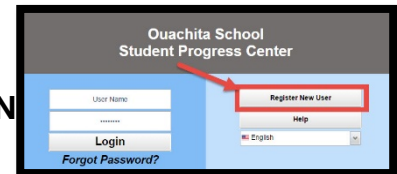


Instructions to Set Up Access to Student Grades through the **STUDENT PROGRESS CENTER**

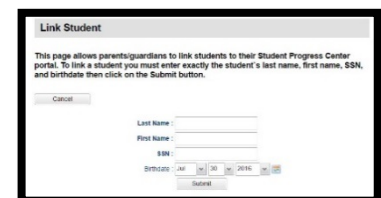
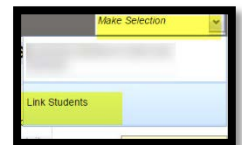
If you have a Student Progress Center account from last year, you **DO NOT** need to set up a **NEW ACCOUNT**.

- Log into www.opsb.net
- Above OP logo, **SELECT A SCHOOL** > click on **Richwood High School**.
- On the right side of the SchoolMessenger home page under **QUICK LINKS**, click **STUDENT PROGRESS CENTER**
- Click on **REGISTER NEW USER**
- Enter the correct information in **ALL REQUIRED SECTIONS**. Your **PSN** is the **LAST 5 DIGITS** of your child's Social Security Number.
- Click **CONTINUE**
- Create your personal Login and Password. You will be the only person with access to this information. **THE SCHOOL DOES NOT HAVE ACCESS TO YOUR LOGIN INFORMATION.**
- Carefully answer the two security questions.
- Click **COMPLETE**.



Instructions to **LINK ADDITIONAL STUDENTS** to Your **STUDENT PROGRESS CENTER**

1. Log into **Student Progress Center**
2. Click **LINK STUDENTS** under Make Selection (top right-hand corner)
3. Enter **Last Name** of **STUDENT**
4. Enter **First Name** of **STUDENT**
5. Enter the **STUDENT'S** social security number
6. Enter the **STUDENT'S BIRTHDATE**
7. Click **SUBMIT**
8. Continue until all students/siblings have been linked.



SCHOOLMESSENGER

School Messenger does not require any type of login for parents or students.

For more information, please contact **K. Mitchell** @ mitchell@opsb.net, **318-361-0467**.