

Account Management

ProgressBook provides several options for you to manage your account.

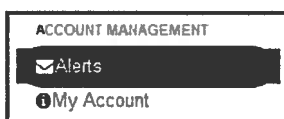
- To manage the alerts you receive, see “*Subscribing to Alerts.*”
- To update your user name, name, or email address, see “*Updating Your Account Information.*”
- To change your password, see “*Changing Your Password.*”

Subscribing to Alerts

If your school or district has enabled alerts in ProgressBook, you can subscribe to these alerts if you want to be notified when you have not completed an assignment or when you have received a low grade (mark). You can choose the types of alerts you want to receive.

Note: *Low assignment mark alerts are not available for standards-based classes.*

1. To subscribe to alerts, on the navigation bar, click **Alerts**.



Note: *The first time you click Alerts, the message “You have no email address(es) set up for alerts. Please add an email below” displays. You must click Add Alert Email Address(es) and have at least one email address set up so that you can receive alerts.*

2. On the **Alerts** screen, below **Alert Settings**, next to your name, select the alerts you want to receive.

3. If you selected the **Low Assignment Marks** alert checkbox, the **Low Mark Alert Settings** section displays. For each class for which you want to set a low mark alert, in the **Grade** drop-down list, select a threshold grade. (For example, if you want to be notified if you receive a grade of “B” or lower, select “B.”)

Note: For classes that use standards-based grading, you cannot select a threshold grade.

Alerts

Alert Settings

Please select the alert(s) you want to receive.

Name	Alert Type
Brett	<input type="checkbox"/> Missing Assignments <input checked="" type="checkbox"/> Low Assignment Marks

Low Mark Alert Settings

Send alerts for marks equal to or less than:

Class	Grade
ALGEBRA 2	B
BIOLOGY HONORS	B
CREATIVE WRITING	A-
ENGLISH 9 HONORS	A-
GERMAN 2	B+
HEALTH	A-
WORLD HISTORY	B

Not all classes are represented in this list.

Alert Email Addresses

The email address(es) listed below receive alerts for all students linked to your account.

Email Address(es) to receive the alerts
bretts@example.com

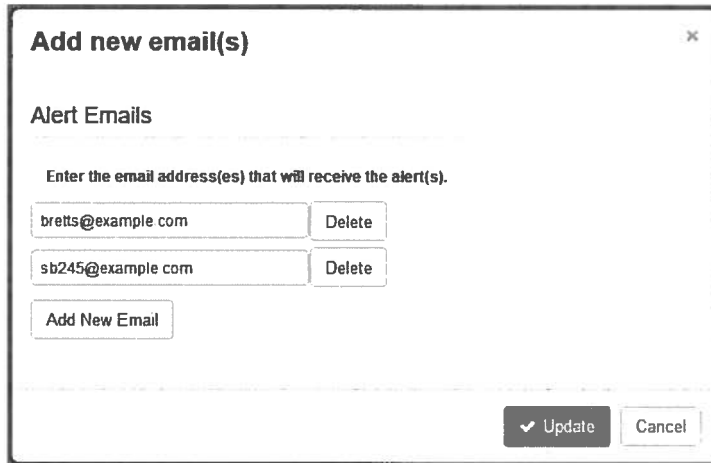
[Edit Alert Email Address\(es\)](#)

or

4. (Optional) To change alert email addresses, do the following:
- Click **Edit Alert Email Address(es)**.
 - In the **Add new email(s) window**, click **Add New Email**.
 - Enter the email address you want to add.
 - Next to the address you want to delete, click **Delete**.

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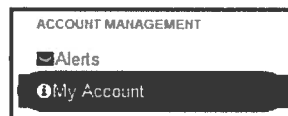
5. Click **Update**.



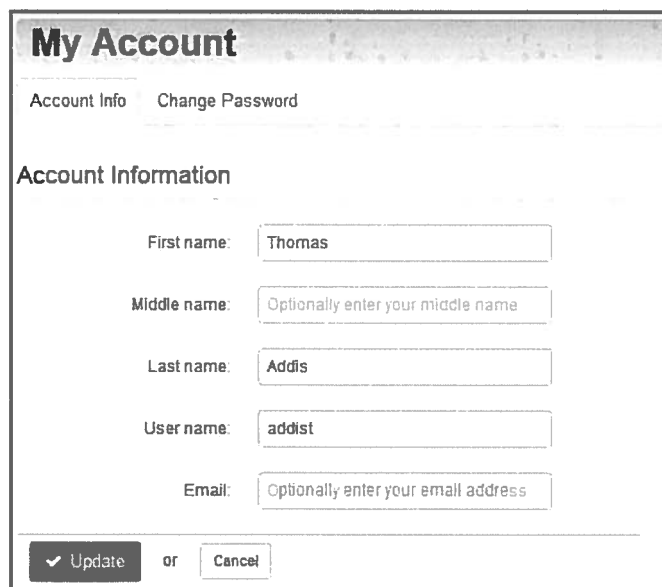
Updating Your Account Information

Note: Updating your account information only affects your ProgressBook account. To update the school's official records, please contact the school office.

1. To update your ProgressBook account information, on the navigation bar, click **My Account**.



2. On the **Account Info** tab, update any information as needed.
3. Click **Update**.



Changing Your Password

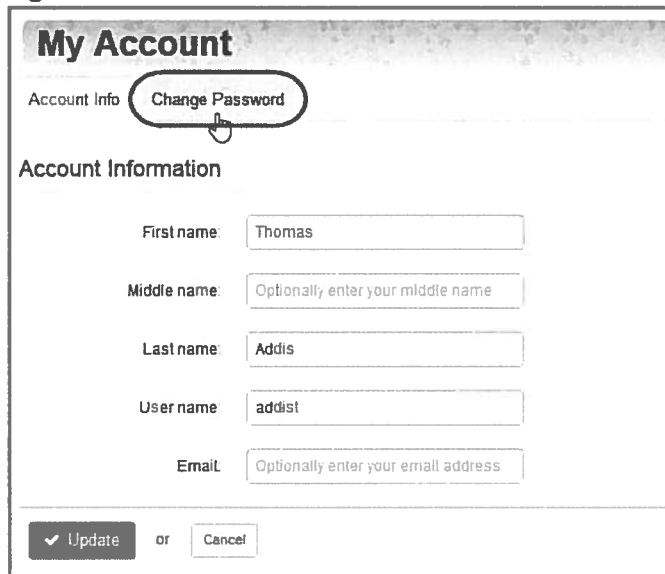
You can change your password if you remember your current password. (If you have forgotten your password, see “Resetting Your Password” instead.)

Note: If you sign into your account using Google™, you cannot change your password from within ProgressBook. You must change your Google password.

1. On the navigation bar, click **My Account**.



2. Click the **Change Password** tab.

A screenshot of the "My Account" page. The page has a header "My Account" and a sub-header "Account Info". Below the sub-header, there are two tabs: "Account Info" and "Change Password". The "Change Password" tab is selected and highlighted with a dark background and a white border. Below the tabs, there is a section titled "Account Information" with several input fields: "First name" (Thomas), "Middle name" (Optionally enter your middle name), "Last name" (Addis), "User name" (addist), and "Email" (Optionally enter your email address). At the bottom of the form, there are two buttons: "Update" (with a checkmark icon) and "Cancel".

3. Enter your **Current Password** and your chosen **New Password**.

Note: Passwords must contain 1 letter, 1 number, and 8 to 50 characters. They are case sensitive and cannot match the user name.

4. In the **Re-enter New Password** field, re-enter the new password.