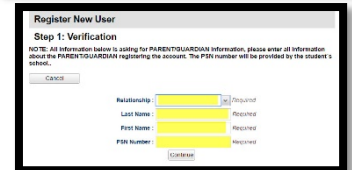
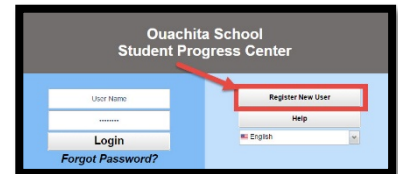
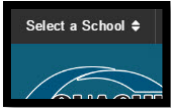


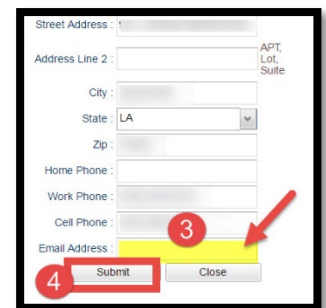
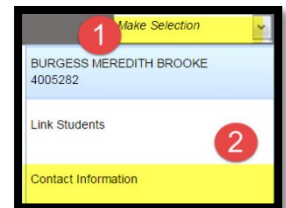
## Instructions to Set Up Access to Student Grades through the **STUDENT PROGRESS CENTER**

1. Log into [www.opsb.net](http://www.opsb.net)
2. Above OP logo, **SELECT A SCHOOL** > click on Richwood Middle.
3. On the right side of the SchoolMessenger home page under **QUICK LINKS**, click **STUDENT PROGRESS CENTER**
4. Click on **REGISTER NEW USER**
5. Enter the correct information in **ALL REQUIRED SECTIONS**. Your PSN is the **LAST 5 DIGITS** of your child's Social Security Number.
6. Click **CONTINUE**
7. 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.**
8. Carefully answer the two security questions.
9. Click **COMPLETE**.



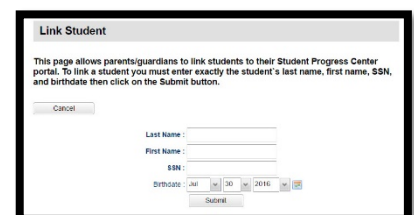
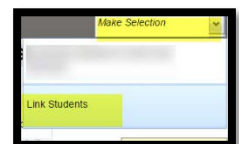
## Instructions to Create Your **SCHOOLMESSENGER** Account

- In order to access your child's teacher pages with assignments, etc. on our new School Website, SchoolMessenger (Formerly Edline), you **MUST** enter your **EMAIL ADDRESS** into the Student Progress Center. The District cannot create a SchoolMessenger account for you **WITHOUT** your email address!
- Once you have created your Student Progress Center account and/or updated your email address in the SPC, your SchoolMessenger account will **automatically be created** and **available for use the following day**.
- Your login information for SchoolMessenger will be the **SAME** as the **STUDENT PROGRESS CENTER**.
- Follow the steps below to add/update your **EMAIL ADDRESS** in the Student Progress Center:
  1. Login to Student Progress Center and **Go to MAKE SELECTION**
  2. Click on **CONTACT INFORMATION**
  3. Add/Update **EMAIL ADDRESS**
  4. Click **SUBMIT > OK**



## 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.



For more information, please contact Yakechen Gayden @ [yakechengayden@opsb.net](mailto:yakechengayden@opsb.net)