

# ProgressBook - Parent Access

## Email Alert Setup Guide

- 1) Login to ProgressBook Parent Access (<http://parentaccess.chclc.org>) with your Username and Password
- 2) Click “Manage Alerts” under My Account

**CHERRY HILL  
PUBLIC SCHOOLS**

Student	Classroom	My Account
<a href="#">Averages</a> <a href="#">Progress Details</a> <a href="#">Schedule</a>	<a href="#">Homework</a> <a href="#">Monthly Planner</a> <a href="#">Information</a>	<a href="#">Edit My Profile</a> <a href="#">Change My Login</a> <a href="#">Change my Password</a> <a href="#">Link My Accounts</a> <a href="#">Manage Accounts</a> <a href="#">Manage Alerts</a>

- 3) Select the Alerts you would like to receive for each student, and enter the email addresses that you would like to receive the alerts. Then Click **Save**

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Home Student Classroom School My Account

Edit My Profile | Change My Login | Change my Password | Manage Alerts

Help Logout

Please check the alerts you wish to receive

Kevin [Change Settings](#)

Missing Assignments  
 Low Assignment Marks

Enter the email addresses that should receive the alerts

Email 1:   
Email 2:   
Email 3:   
Email 4:

Save

- 4) After clicking Save, a link to “Change Settings” should appear for each student. Click this link to select the alert threshold for “Low Assignment Marks” for each class.

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Home Student Classroom School My Account

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Help Logout

Please check the alerts you wish to receive

Kevin [Change Settings](#)

Missing Assignments  
 Low Assignment Marks

Enter the email addresses that should receive the alerts

Low Mark Alerts for Kevin Henderson [Close](#)

Send Alerts for Marks Equal to or Less Than...

Class	Grade
Algebra 2	A+
Algebra 2	A+
Algebra 2	F
English Gr 11	A+
English Gr 11	A+
Math - Gr 02	N/A

Save