



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

SPC=Student Progress Center

Follow the instructions below to create an SPC account if you do not have already have one.

PSN=Student Portal

1. Using Google Chrome, go to jcampus.cpsb.org/progress to create your account.
2. Click **Register New User**.
3. Click in the box next to the word **District:** and choose Calcasieu Parish School Board.
4. Click in the box next to the word **Relationship:** and choose **Father, Mother, or Guardian**.
5. Click in the box next to the words **Last Name:** and type exactly what is shown on the Student Information Sheet for the Mother, Father, or Guardian from Step 4. .
6. Click in the box next to the words **First Name:** and type exactly what is shown on the Student Information Sheet for the Mother, Father, or Guardian from Step 4.
7. Click in the box next to the word **PSN:** and type the PSN exactly as shown on the Student Information Sheet for the Mother, Father, or Guardian from Step 4.
8. Click **Continue**.
9. Enter 6-20 characters in the box next to the words **User Name:** to create your login.
10. Enter 6-20 characters in the box next to the word **Password:** to create a password.
11. Enter your password again in the box next to the words **Confirm Password**.
12. Click in the box next to the words **Secret Question #1:** and choose a secret question.
13. Click in the box next to the words **Secret Answer #1:** and type the answer.
14. Click in the box next to the words **Secret Question #2:** and choose another secret question.
15. Click in the box next to the words **Secret Answer #2:** and type the answer.
16. Click **Complete** to access your student's information and continue to Step 17.
17. You will be prompted to update/verify the information on your child's record.
18. If you are not prompted to update registration information, click *Make Selection* in the upper right-hand corner of the screen and choose **Student Registration Update**.
19. Follow the instructions on each of the screens to complete the process.
20. Click the **Save and Continue** button at the bottom of each screen to move to the next section of the program.
21. If you need to go back to a previous section, use the green **Back** button at the bottom of the screen. **Do not** use the Back arrow at the top of your browser window – this will take you out of the program and you will need to log back in to continue.
22. When you get to the **Submission** screen, you should see a green check for each of the sections. If there is a red X on an item, click the X to return to that screen and verify/update the information.

Please complete
Student Enrollment
& Return to School

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