

Lafayette Parish School System

Parent Command Center Directions

Navigating to the Parent Command Center

Open your Internet browser, and then go to <http://jpams.lpssonline.com/jpweb>

The Student Progress Center login screen will be displayed.

- If you are a first time user, click **Register a New User**.
- If your account has already been created, type your **Username** and **Password**, and then click **Sign In**.



Creating a New Account

Enter the requested information as shown below.

- **Relationship**-the relationship of the parent / guardian to the student
- **First Name** and **Last Name** should be the *parent* or *guardian's* first and last name.
- **PSN** stands for **Student Portal #**. It is a five digit number used by the system to verify a parent. You will see the number on the Student Information Form sent home by the school.
- When done, click **Submit**.

New User Registration

Fields shown in RED are required.

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.

If the information provided to make a new account is correct, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click **Submit** when done.

New User Registration

Please select a username and password to use to access your student's information.

*NOTE: Special characters (- ; / \ * #') and any spaces will be removed from usernames and passwords.*

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Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered, since it is completely private and cannot be retrieved, even by school personnel. Click **Login** to access your new account.

New User Registration

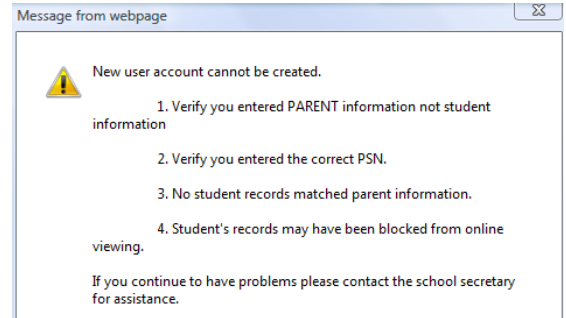
Account created successfully!
Please click the login button to return to the main screen.

Login

If you receive an error message, click **OK**. Verify your information, and then try again. If this does not work, please contact the school to verify your information against what is contained in the computer system.

Common issues:

- Names provided don't match names in the system. Example: "Christina" was entered as a parent first name, but the computer system has "Christine". Check the name on the student information form. Is it the same as the one used to create the account?
- The *PSN* field does not match the number in the computer system. Check against the *Student Portal #* number on the student information form, or with the Secretary to verify.
- The relationship used to create the account doesn't match the relationship in the computer system.



I Forgot My Password. What Do I Do?

Click the **Forgot Password** link, and then provide the answers to the secret questions selected when the account was created. Click **Submit**. You will then be allowed to create a new password.



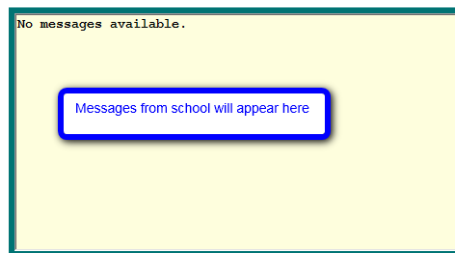
Using the Student Progress Center

At the login page, enter your **Username** (login) and **Password**. Click **Sign In**.

You will see your child's name and student number.

Messages from school are displayed on the left.

To add other siblings to this account, click the **Link Students** button.



Family Members	Student ID#
JOUBERT, CAMILLE	8089996

Click here to add other siblings to this account.

Emergency Messages Other Messages **Link Students**

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Click the student's name and you will see a page with tabs.

By clicking each tab, you will see more information. This information is current and "real time". As soon as it is entered into the system by a school staff member, it is available on the Student Progress Center.

The screenshot shows the top navigation bar with links: Home, Attendance, Conduct, Discipline, Grades, Lessons, Progress, Transcript, Curriculum, Other, Fees, Tests. Below this is a yellow box with the text: "Welcome to the Parent's Command Center. From here you can view student information for:" followed by a bulleted list: "Name: CAMILLE JOUBERT", "Student ID#: 8089996", "School #: 008", "School Year : 0910". Below the list is a red text instruction: "Click on a tab above to see the desired information." and a link: "To select a new student click here." To the right is a student portrait of Camille Joubert. A blue callout box with an arrow points to the "here" link, containing the text: "To move from this student and go to a sibling, click here." Below the yellow box is a navigation bar with links: Exit Web, Logout, Terms, Help.

Attendance- shows all absences, tardies, check-outs, etc. that have occurred so far this school year.

Conduct- shows conduct comments posted by teachers.

Grades Related Information in the Parent Command Center

There are four tabs that show information about a student's grades. Each is discussed below.

Grades- shows the current averages for the student in each class, along with semester and final averages, like a report card

Lessons- shows assignment scores for each subject for the current grading period, like a progress report. A user can change the time frame of the information displayed by choosing different time span in the **Date Range** drop down selection, then clicking **Submit Request**.

The screenshot shows the "Lessons" section interface. It includes a "Select LessonPlan Subset:" dropdown menu set to "All", a "Show:" dropdown menu set to "All Assignments", and a "Date Range:" dropdown menu set to "Current Marking Period". Below these is a "Submit Request" button. The "Date Range:" dropdown menu is open, showing a list of options: All, Next Month, Next Week, Current Marking Period, Current Month, Current Week (highlighted in blue), Last Week, Last Month, Prior Marking Periods, and First Prior Marking Period. Below the interface is a navigation bar with links: Exit Web, Logout, Terms. At the bottom center, there is a timestamp: 2009-07-15 13:10.

Progress- shows all assignment scores for each subject for the entire year.

Transcript- shows a current transcript for a high school grade level student. If the student is in the elementary_grades, grades for the current year will be displayed here.

Other Tabs of Interest

Other- shows information about the school and grading periods, as well as school holidays.

Fees- shows fees owed to the school as recorded by the School Secretary. Official written notification from school is considered the correct amount owed to the school.

Tests- shows test scores from Louisiana Department of Education tests such as iLEAP, GEE, etc...