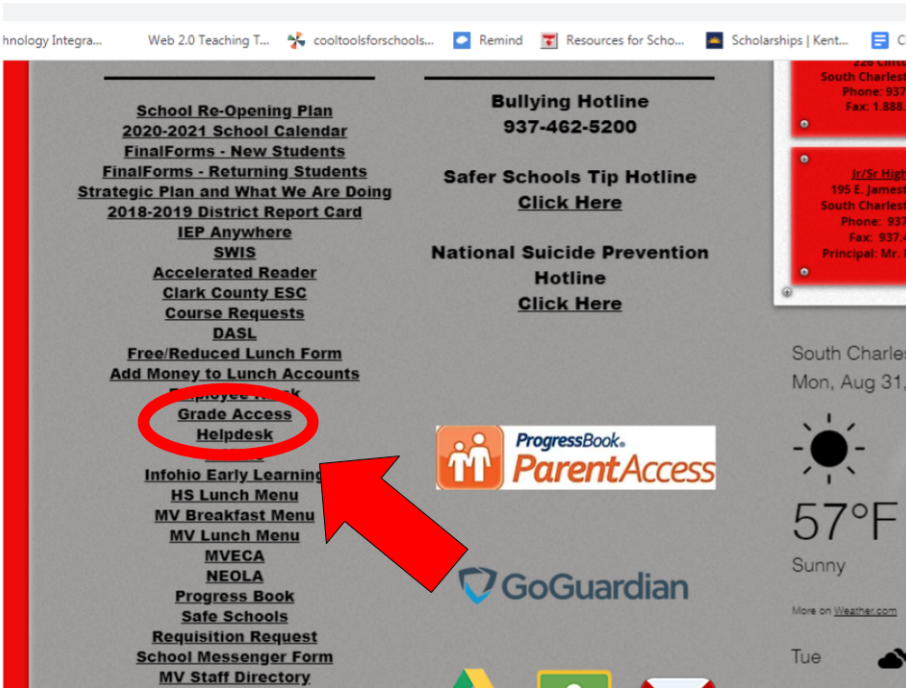
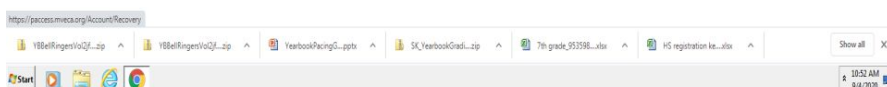
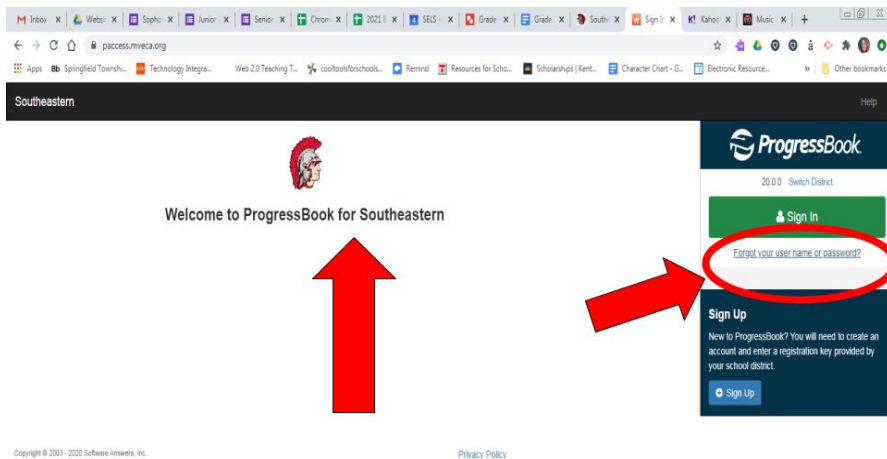


If a student forgets their grade access username and/or password follow these steps.

1. Go to www.sels.us and click on **GRADE ACCESS** on the left hand side toward the bottom of the page.



2. Next click on the Trojan Head logo that says Southeastern under it. It is usually toward the bottom of the page.
3. Click on the **FORGOT USERNAME OR PASSWORD?** link in blue that is under the green sign in button. Make sure that the page reads Welcome to ProgressBook for Southeastern.



- If a student has forgotten both their username and password, select I forgot my username first. The student will then enter their email address that is associated with the Grade Access account. I tell them to use their school email address, but sometimes a student will use a different account.

The screenshot shows a web browser window with the URL `paccess.mveca.org/Account/Recovery`. The page header includes the text "Southeastern". Below the header, the question "What do you need help with?" is displayed. Two radio button options are present: "I forgot my password" (unselected) and "I forgot my user name" (selected). Below the selected option, a text input field is labeled "Please enter email:" and contains the text "bdean@sels.us". A note below the input field reads "(An email will be sent to this address with the user name associated with the account.)". At the bottom of the form, there are two buttons: a green "Continue" button and a white "Cancel" button, separated by the word "or".

- Once a student hits the green continue button an email will be sent to the address associated with Grade Access with their username.
- Students then must repeat steps 1 through 3. This time students will click on **I forgot my password**. It will then ask the student to enter their user name. Once they have done that and clicked on the green continue button another email will be sent with a blue hyperlink asking them to change their password.

The screenshot shows the same web browser window as the previous one, but with the "I forgot my password" radio button selected. The text input field is now labeled "Please enter user name:" and contains the text "bdean". A note below the input field reads "(Instructions for resetting your password will be sent to your registered email account.)". The "Continue" and "Cancel" buttons remain at the bottom of the form.

Note: If you have not completed the registration process for a ProgressBook account, you must do that first to gain access to the system and view a student's information. Your school