



# PARENT COMMAND CENTER DIRECTIONS

Parents of children attending West Baton Rouge Parish Schools may track their children's progress via the Internet. Using the Parent Command Center, a parent can check a child's attendance, grades, assignments, discipline, transcript, and fees.

Directions on how to navigate to the site, create an account, and use the site are provided in the following pages:

## Navigating to the Parent Command Center

Open your Internet browsing software, and then go to <http://www.wbrschools.net/>



Click Here to Access the JPAMS Parent Command Center

The Parent Command Center login screen will be displayed. If you are a first time user, click “**Register a New User**” as shown by the red arrow below. 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.

- Choose your relationship with the child.
- “**First Name**” and “**Last Name**” should be the **parent’s** first and last name.
- “**PSN**” stands for **Parent Security Number**. This will be the last 5 digits of your child’s social security number.
- When done, click “**Submit**”.

**Parent Communication Center**

**H1N1** **Habitual Absences** **Student Help** **DOE TOPS Website**

## 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.**

**Relationship Information**

Please Select  
Please Select  
Mother  
Father  
Guardian

Pick your relationship to the student.

**Parent Information**

First Name  
Last Name  
PSN

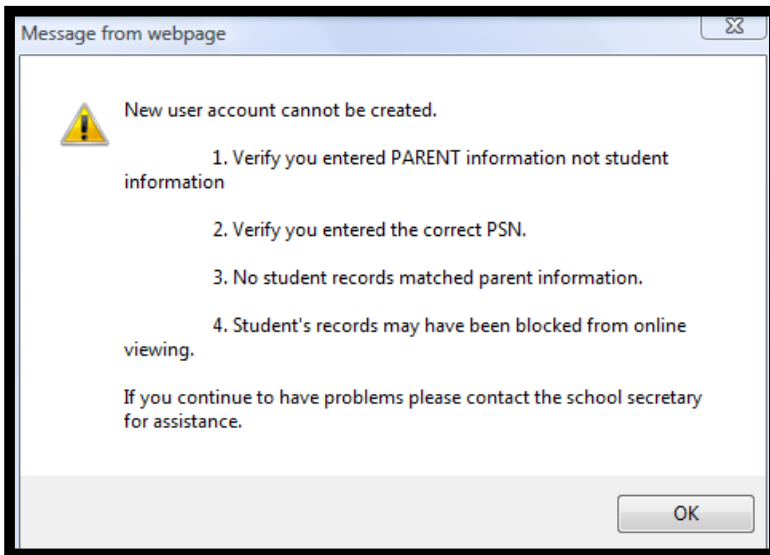
Enter your first name.  
Enter your last name.  
Enter the last 5 digits of your child's social security number.

Submit Reset

Click “**Submit**”.

The system will check to see if the information provided matches with a student. If there is no match, you will see a message like below. The usual problems are related to...

- Names provided don't match names in the system. Example: "Christina" was entered as a parent first name, but the computer system has "Christine".
- The "PSN" field does not match the number in the computer system.
- If you receive a message as shown below, click "OK". Check your information, and then try again. If this does not work, please contact the Secretary at school to verify your information against what is contained in the computer system.



If all the information 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.

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## 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.*

Login (6-20 characters)

Password (6-20 characters)

Re-type Password

Select secret question #1

Answer to question #1

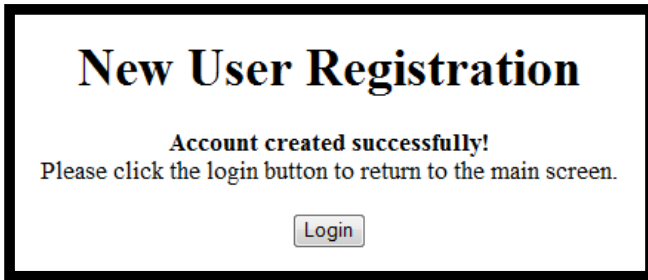
Select secret question #2

Answer to question #2

**TIP:** Write down your login and password and keep in a safe place. The school does not have access to your password!

These answers will help if your password is forgotten.

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!



### **I Forgot My Password. What Do I Do?**

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



### **Troubleshooting - Notes:**

I can't create a login: Make sure you are using the first name, last name, zip code, and 5-digit Parent Security Number given to the school. If you are sure it is correct, contact the school(s) to verify.

Do I need to set up a login for each of my children?: No, once you have one child in the system, you will be given access to all children assigned to your name.

The school secretary can help you with any questions you may have.