

PowerSchool Parent Portal Instructions

Setting up your Parent Portal Account:

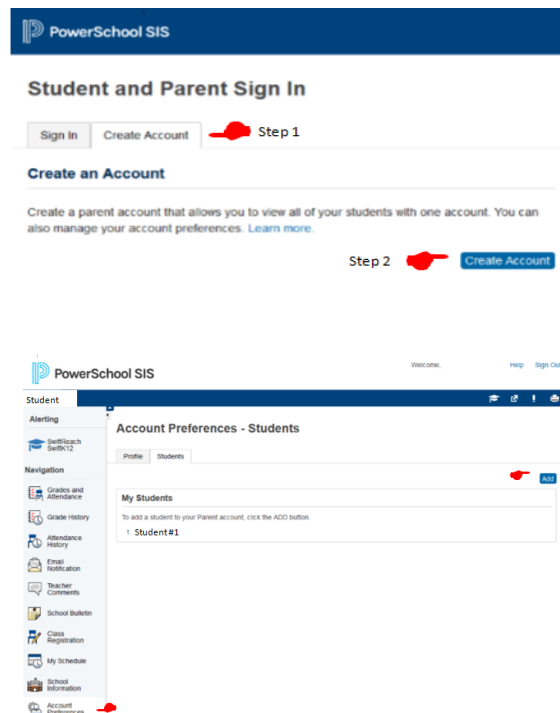
PLEASE NOTE: You must use a browser (Safari, Google Chrome, Bing) and the full website and not the mobile app to set up a Parent Portal account and e-sign documents. You will need your students access ID and access password from the school (this is different from their student PowerSchool ID and password).

Link: <https://springports.powerschool.com/public/>

1. Click the Create Account Tab
2. Click the blue Create icon at the bottom right
3. Enter your name, a username and password
4. Enter student's name
5. Enter the Access ID code you received from the school
6. Enter the Access Password you received from the school
7. Choose your Relationship to your student

To add a student to your existing PowerSchool Parent Portal Account, do the following:

1. Sign into your account
2. Click Account Preferences, Click Students tab
3. Click the Add icon. Enter the student name, Access ID, Access Password and your relationship to the student.



ELECTRONICALLY SIGN IMPORTANT SCHOOL DOCUMENTS

Scan the appropriate schools QR Code below to complete documents.



**ELEMENTARY
SCHOOL**

<https://forms.gle/8W95Kg8QwcyVhhs5>



MIDDLE SCHOOL

<https://forms.gle/vXuYCc8uyQy4Eg8u5>



HIGH SCHOOL

<https://forms.gle/LD7TReTycRndhHZF7>

Electronically sign (Parent/Student Handbook, Family-School Compact, Technology User Agreement, Etc.)

These documents are required and must be completed.