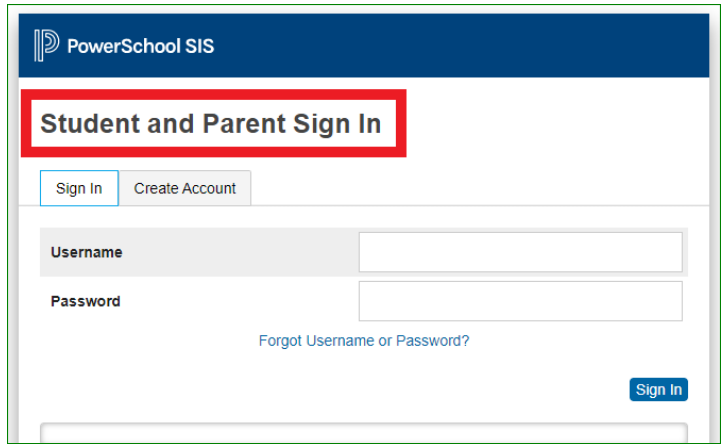


PowerSchool Parent Portal: Creating Account, Accessing Account, & Accessing E-Collect Forms

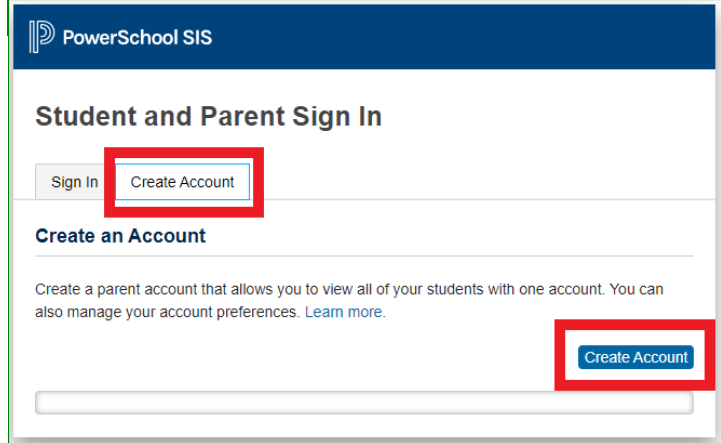
Read the Parent Portal Letter provided by your school specifically for E-Collect Forms and Surveys. These instructions are intended to supplement the instructions provided on your letter for the purposes of successfully creating a Parent Portal Account and accessing E-Collect Forms through the PowerSchool Parent Portals. Questions about other Parent Portal Features including grades, assignments, attendance, fees, etc. are directed to your PowerSchool Administrator.

Step 1: Go to the login URL for the PowerSchool Parent Portal. The parent portal account must be created via a browser. <https://scpcsd.powerschool.com/public>



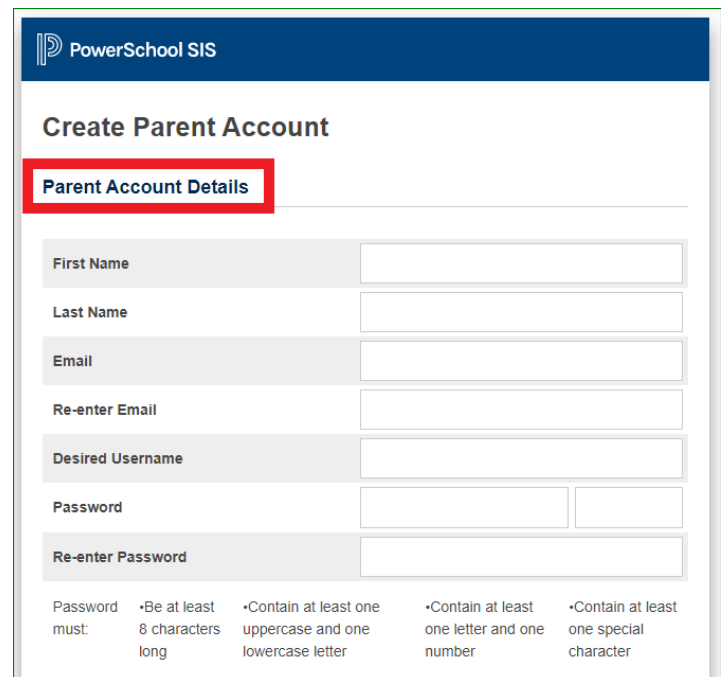
The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed in a red-bordered box. Underneath the title, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red box. Below the tabs, there are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form.

Step 2: Click on the Create Account Tab. Then click on the blue Create Account button. The account must be created prior to Sign In.



The screenshot shows the "Create an Account" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. Underneath the title, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is highlighted with a red box. Below the tabs, the section "Create an Account" is displayed. The text reads: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)" A "Create Account" button is highlighted with a red box at the bottom right of the form.

Step 3: Fill in each of the Parent Account Details fields. The information in these fields is about the parent/guardian.



The screenshot shows the "Create Parent Account" page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Create Parent Account" is displayed. Underneath the title, the section "Parent Account Details" is highlighted with a red box. Below this section, there are several input fields: "First Name", "Last Name", "Email", "Re-enter Email", "Desired Username", "Password", and "Re-enter Password". At the bottom, there is a table of password requirements:

Password must:	•Be at least 8 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character
----------------	--------------------------------	--	---	---

Step 4: Refer to the Parent Portal Letter(s) provided to you. If you have multiple students attending the same school, have each letter with you so you can link all students under one set of login credentials. Add information one student at a time.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- Choose

3

Student Name

Step 5: After entering information for each student, scroll down and click the blue Enter button.

Access Password

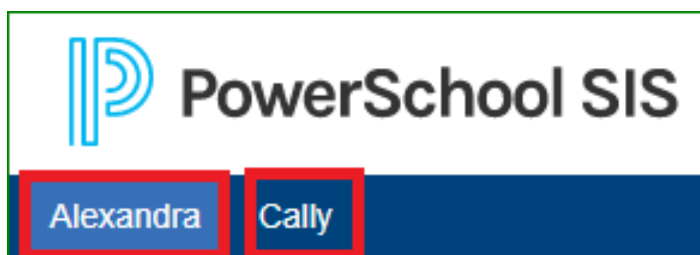
Relationship -- Choose

Enter

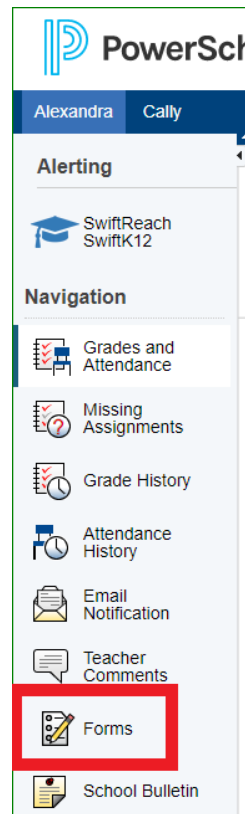
Next time login using your newly created username and password. Use the Sign In tab to login after creating your account. Remember your username and password. You will be prompted periodically throughout each school year to reset your password; you must know your password to reset it.

Remember, you cannot complete E-Collect Form via mobile app. You must use the browser.

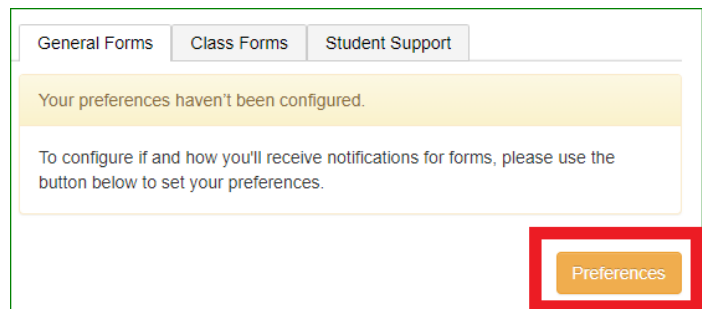
Step 6: To access each linked student's information, toggle between students by clicking on their names in the upper left corner.



Step 7: From the vertical left side navigation click on Forms.



Step 8: OPTIONAL. Click the yellow Preferences button to configure how you'll receive notifications form forms. If you choose to configure preferences, follow the prompts.



Step 9: Forms are listed on this page. Form Names are in blue links. Click on the link to access the form. Instructions for completing and submitting the form will be on the next page.

Status	Form Name	Form Description	Category	Last Entry
Empty	Student Broadband Access Survey	Please respond to the questions below regarding your student's access to technology for completing coursework.	SCDE - Technology Survey	