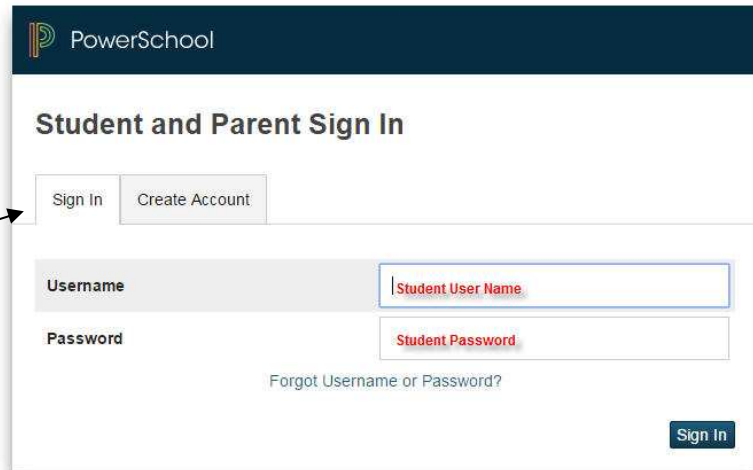


Parent/Student Portal Log in and/or Create Account

You will need both the Student & Parent Usernames & Passwords--This information can be supplied by your child's school.

Student Log in (views just that one student's information)

1. Go to [//portal.bixbyps.org/public](http://portal.bixbyps.org/public)
2. Click on the **Sign In** Tab
3. Enter Student User Name & Password--now **CASE Sensitive**
4. You can view grades, attendance, assignments, schedule, etc. for that one student.

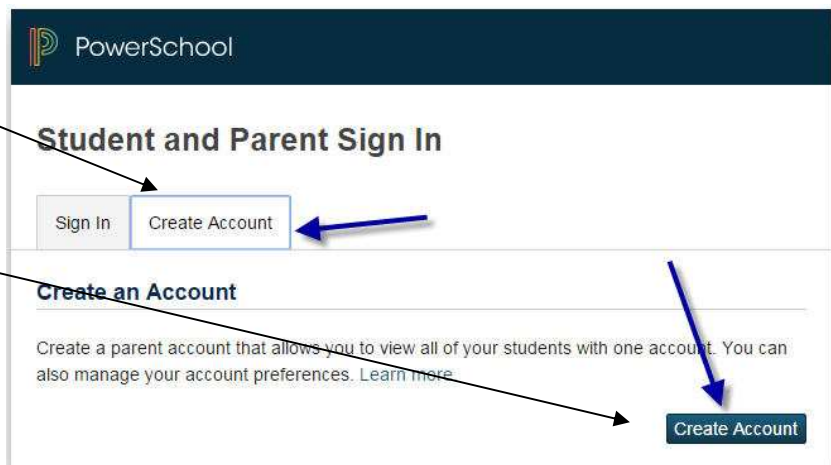


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If there is only one child in the family, parents & student should just use the student username & password.

Parents--Create an Account (one log in works for all children)

1. Go to [//portal.bixbyps.org/public](http://portal.bixbyps.org/public)
2. Click on the Create Account Tab
3. Then click on the blue Create Account Button at bottom right



There is a link on the Sign in screen to reset password IT DOES NOT WORK!

Use the BPS Family Technology Support Request link shown below:

bixbyps.info/parentsupport

1. Type in Parent First Name
2. Type in Parent Last Name
3. Type in Parent Email
4. Give yourself a Username of your choice (no spaces)
5. Give yourself a password at least 6 characters long
6. Re-enter the password—must match

Create Parent Account

First Name	Parent First Name
Last Name	Parent Last Name
Email	parent email
Desired Username	ParentUserName
Password Strongest
Re-enter Password
Password must: •Be at least 6 characters long	

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	StudentFirst StudentLast
	Access ID	ParentUserName for this student
	Access Password	Parent Password for this student
	Relationship	Mother
2	Student Name	
	Access ID	
	Access Password	
	Relationship	-- Choose

Use dropdown to pick parent relationship to student (with arrow pointing to the Relationship dropdown in row 1)

Continue down for each student in family (pointing to the form fields in row 2)

7. Enter your first student's first name a space then last name
8. Enter your parent user name (ID)—**case sensitive**--for this student
9. Enter your parent **Case Sensitive**--password for this student
10. Choose your relationship to the student—Mother, Father, etc.

11. If needed, continue on with the information for your 2nd, 3rd, etc. (it will take up to 7 on this screen), but you can add additional children inside the portal once the account is created.

1. After you last student, click the Enter button at bottom right of screen.

Relationship	-- Choose
7	Student Name
	Access ID
	Access Password
	Relationship
	-- Choose
Enter	

If everything was entered correctly you will get a message that says your account has been created. If not, you will see a message about what didn't match. If that happens, you have to go back through the steps again until everything you enter matches what is in PowerSchool.

You may get a message about a verification email. You won't get that.

If you cannot get it to work, call your child's school's Front Office for assistance.

To access the Parent Account once it is created:

1. Go to //portal.bixbyps.org/public
2. Click on the Sign In tab
3. Enter the Username & Password you set up when you created your account.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username Parent Created Username

Password Parent Created Password

Forgot Username or Password?

Sign In

Once you have logged in as a parent, you will see all of the children you set up at the top left just under the PowerSchool Logo (Example shows 3 children—Jane, John, & Mary)

At the left are your menu choices for whichever student you have selected at the top.

Grades and Attendance x

portal.bixbyps.org/guardian/

PowerSchool

Jane John Mary

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

Grades and Attendance

Exp	M
1(A)	
1(A)	
2(A)	
2(A)	
3(A)	
3(A)	
4(A)	
4(A)	

The account preferences lets you change your username and/or password if needed, and you can add additional children from there.

Account Preferences has 2 screens—Profile & Students

Profile lets you change your information (click pencil to change username and/or password)

Account Preferences - Profile

Profile Students

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	Parent First Name
Last Name:	Parent Last Name
Email:	Parent Email
Select Language	Select a Language
Username:	Parent username
Current Password:	Parent Password ****

Cancel Save

Students let you view who you have added so far, and add additional students if needed.

Account Preferences - Students

Profile Students

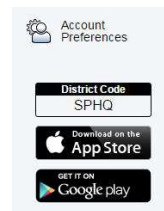
My Students

To add a student to your Parent account, click the ADD button.

1. Al
2. Cl
3. Lt
4. Pl
5. Pt

APP for mobile devices:

Some info is in the left menu of the parent portal below the account preferences—District code is SPHQ



The App looks like the images below:

Students can log in to just his or her individual account with the student username & password. Parents have to log in with either the student account for a specific student or with the username & password they created for the Parent Account.

