New PowerSchool Parent Portal

Single Sign On Information & Instructions

A parent (or legal guardian) account allows you to view the information for one or more of your students with a single login.

To create a parent account, you will need the following information:

- This tutorial on how to create your personal account and link your students to it
- **Name -** Your first and last name
- **Email –** Your email address. Student notifications and correspondence related to your parent account will be sent to the email address you enter
- **Desired Username -** Your username will be your unique PowerSchool identity used for login
- **Password -** Your password must be at least 7 characters long
- **Student Access Information –** Information you **MUST** have for each student you wish to include:
    - Student name – First and Last
    - Access ID - Your Current Username *(available upon request from school office)* *
    - Access Password - Your Current Password *(also available upon request from school office)* *
    - Your relationship to the student

   * PowerSchool access information provided at registration.

Step-by-Step How-To Instructions

To begin using the new parent portal, you must first create your new account and then link all your students to that account. As an aid to help you through this process, just follow the steps below. This only needs to be completed one time.

Each parent/legal guardian may use and share the same account, or create separate accounts and individually customize account preferences.

Go to http://www.d158.net/ and Click on the PowerSchool Parent Portal icon located on the right-hand side of the screen.
PowerSchool Parent Portal

Step 1.

Then click "Create Account"

Step 2.

Fill in your account information and note the password requirements.
Now you may begin adding all your students, up to seven. (See below if more need to be added later)

For "Student Name" enter first and last name.
Using the credentials provided to you by the school office, enter your Username and Password.
**Note that this will be unique for each student** and only needs to be entered once.
Click on "Relationship" to select your relationship to that student.
Do this for each student, using the unique Access ID & Password associated to that student.

Step 3.

Now you can logon using your new username and password. Once logged in, you will see the student's first names listed across the top left allowing you to easily select the desired student by clicking on their name.
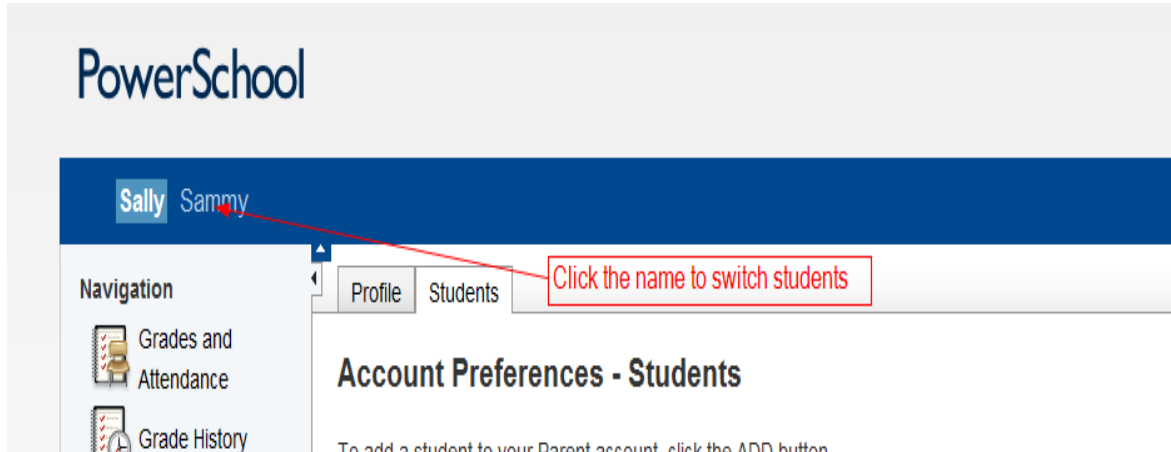
Linking Additional Students After You Have Created Your Account

If you did not have the Access ID & Password for one or more of your students at the time you created your account, or if you have more than seven students attending schools in Lansing School District 158 you may add them by following the steps below.

Step A:

Login to PowerSchool Parent Portal using your username/password and click "Account Preferences"

Step B: Click the "Student" tab and then click "Add"

Step C: Enter the information into the boxes as in Step 2 above

Step D: Repeat this process to add any remaining students