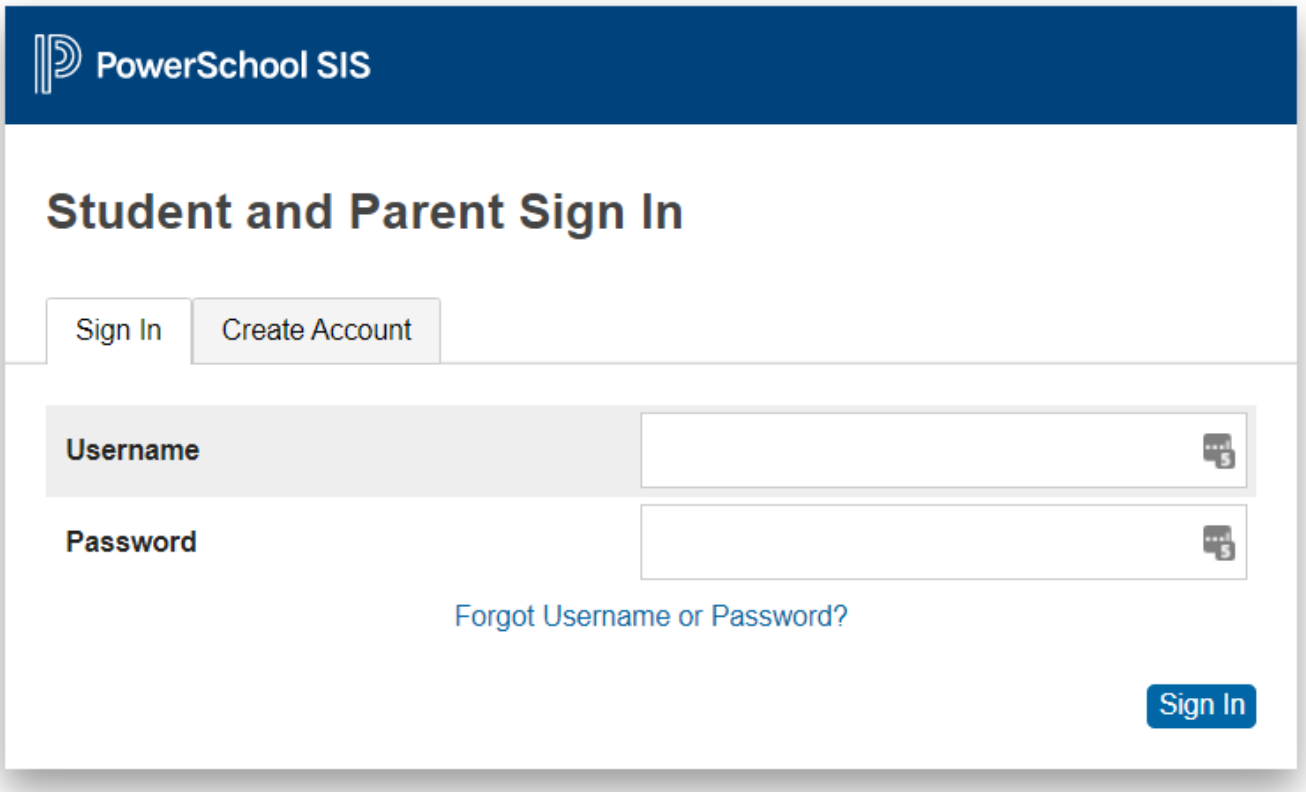
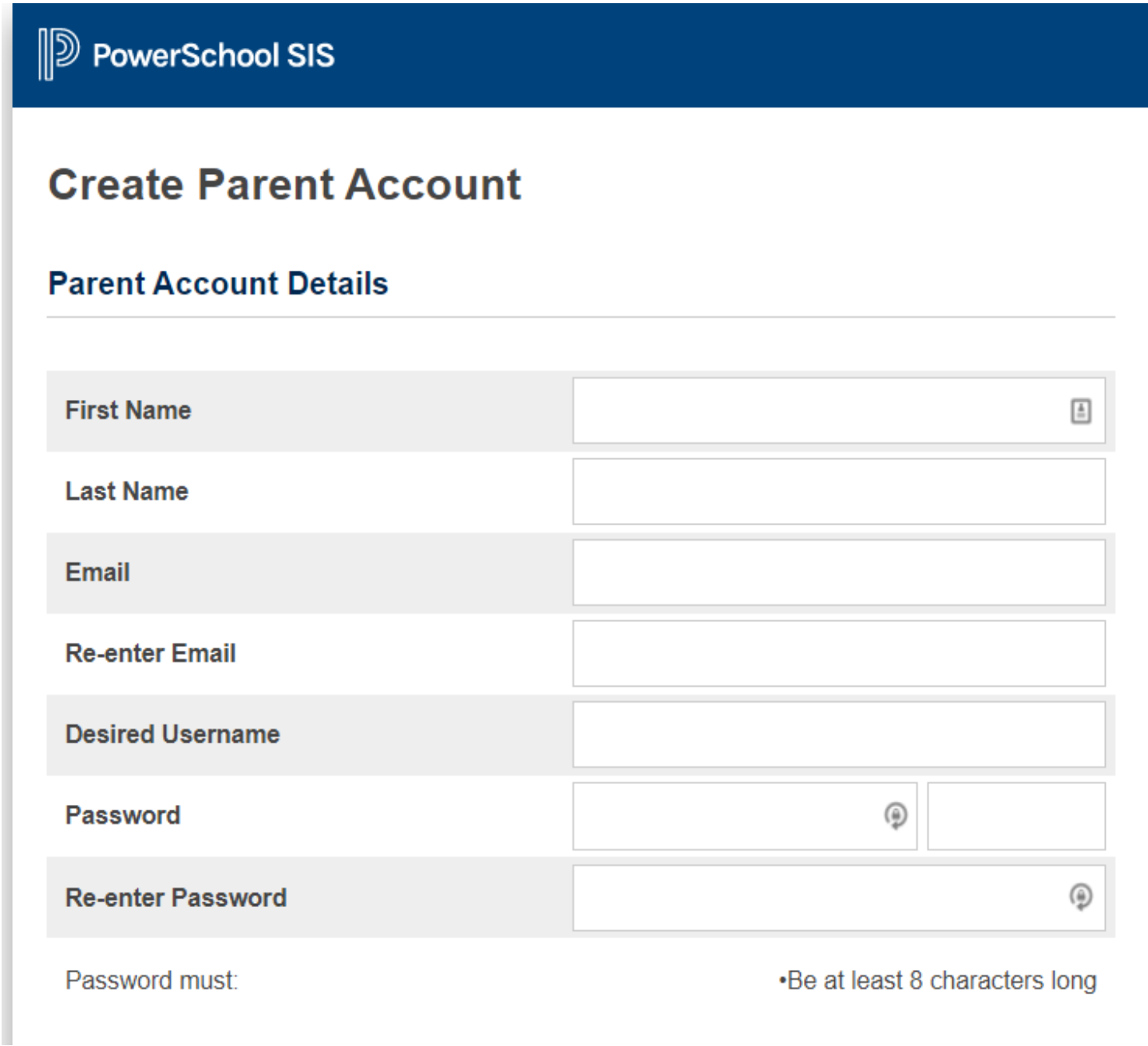
1. Go to the PowerSchool Parent Portal at: usd306.powerschool.com/public (the site is also linked on our website at usd306.org on the parents/patrons page)



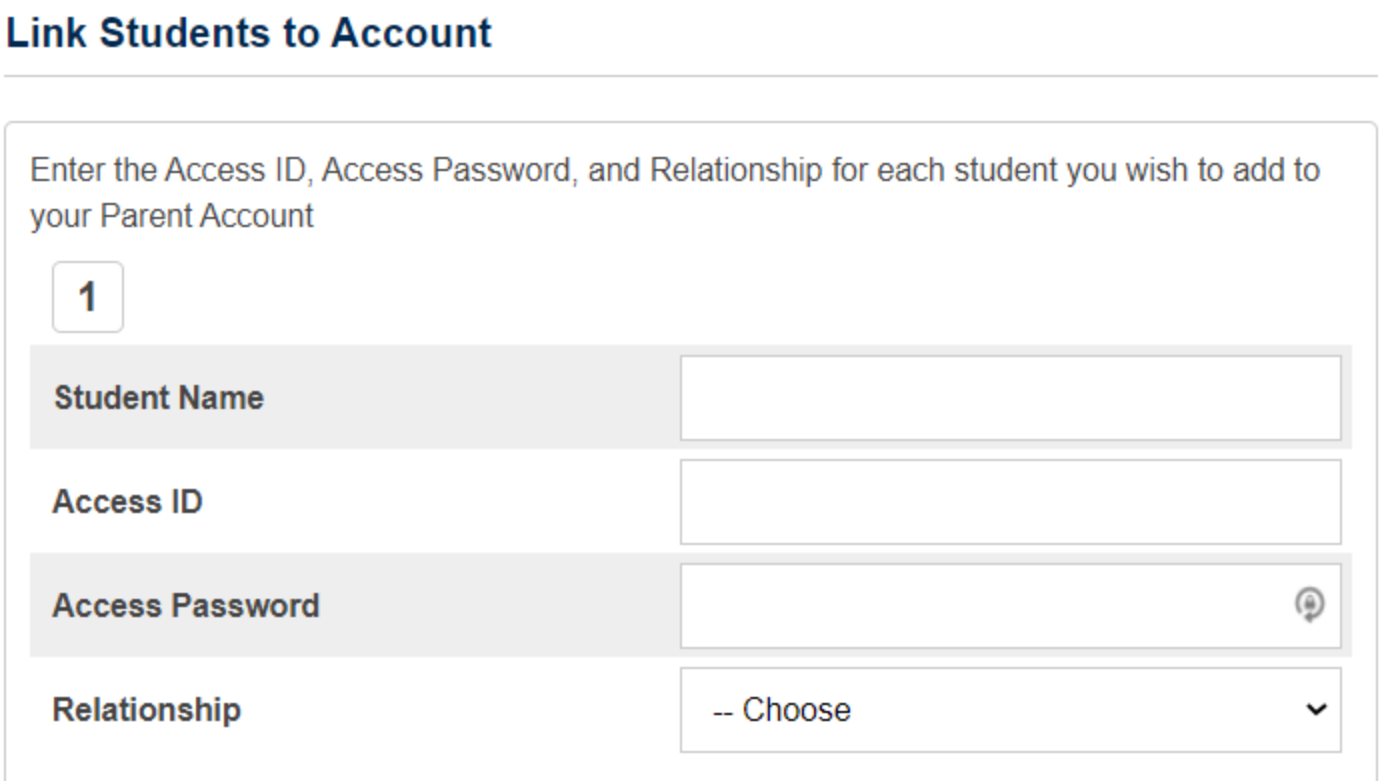
2. **If you have an existing account**, sign in using the username and password you created. If you forgot your username or password, click "Forgot Username or Password" and use the email address you used to create the account to retrieve your username and/or password.
    a. You can add additional students to your account by signing in, clicking "Account Preferences" on the lower left, selecting the "Students" tab, and clicking "Add".
    b. Access enrollment forms for your existing students on the left side by clicking on "Forms".
3. **If you are new to USD 306, you will select the "Create Account" tab instead**. Do not create a new account if you have an existing account. Use the "forgot" options to recover your account.

Creating a new Parent Portal Account

1. After you select the “Create Account” tab, fill in the required fields. Be sure to use an email address you can access. Passwords must be 8 characters.



2. The Access IDs and Passwords required in the “Link Students to Account” section will be different for each student. They are sent in a separate email or letter. When all students have been added, select “Enter” to continue. You may also add one student to create the account, and add additional students once you have signed in by referring to step 2a above.



3. Once you have created your account and added all students, access enrollment forms by clicking “Forms” on the left Navigation pane.