

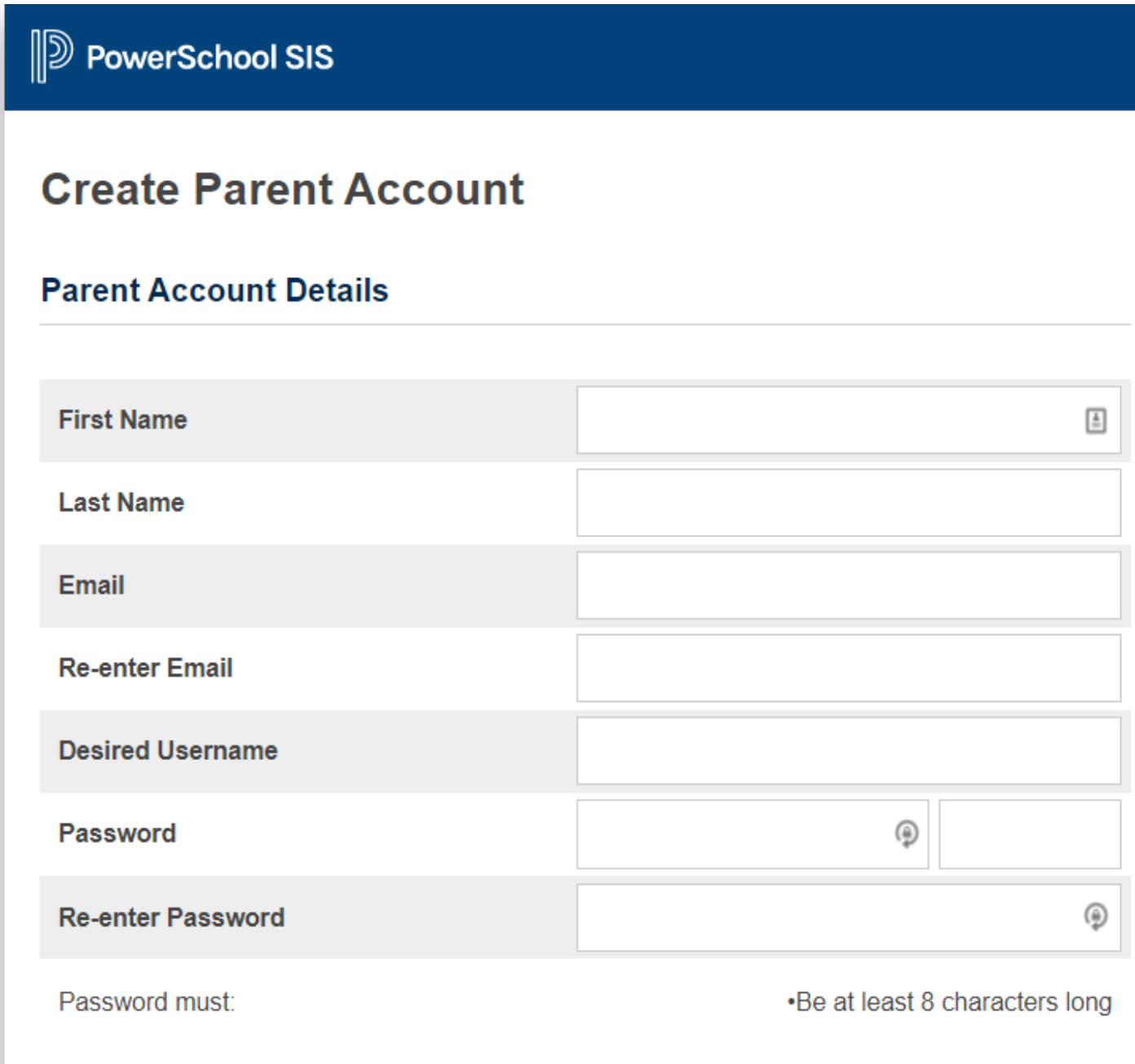
1. Go to the PowerSchool Parent Portal at: usd306.powerschool.com/public (the site is also linked on our website at usd306.org on the parents/patrons page)

A screenshot of the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo and text. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (active) and "Create Account". Below the tabs are two input fields: "Username" and "Password", each with a small icon of a person and a key. Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

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.



The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS interface. The form is titled 'Create Parent Account' and is under the 'Parent Account Details' section. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password', and 'Re-enter Password'. The 'Password' and 'Re-enter Password' fields have a small icon of a person with a speech bubble, indicating a password strength or security warning. Below the form, there is a note: 'Password must: •Be at least 8 characters long'.

PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 8 characters long

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.

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



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