

To the Parents of:  
(Student's) Access ID is:  
(Student's) Access Password is:



## Cumberland County Public Schools PowerSchool Parent & SchoolMessenger Setup Guide

Parents,

Please read this important information so that you can access your student's **PowerSchool** Information. You can create one account that allows you to view all of your students' accounts using a SINGLE LOGON. Once you create this account you can click on the **SchoolMessenger** button on the home page and access/update that account as well.

### NOTES:

1. If you setup your account last year it is still setup, just log in using the username and password you already have. You may then add any new students to this account.
2. Parents may create separate accounts by using different email addresses. If they share an account, only one may log in at a time.
3. DO NOT set your browser to save passwords for this site or it will cause your password to appear not to work.
4. Once you create your account, if you forget your username or password, just click on "Having trouble logging in?" and follow the steps to reset either your username or your password.

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### How to setup PowerSchool Account:

1. Go to the PowerSchool login page at <https://cucps.powerschool.com/public> or click on the PowerSchool Parent link the Quick Links on the school system's website.

2. Click on the Create Account tab

3. Next click on the Create Account button.

This screenshot shows the "PowerSchool" login page with the "Create Account" tab selected. Below the tab, the heading "Create an Account" is displayed. The text explains that creating a parent account allows viewing all student accounts and managing preferences, with a "Learn more" link. A blue "Create Account" button is at the bottom right. A red arrow points from the "Create Account" button in the previous screenshot to this one.

PowerSchool

Sign In Create Account

### Create an Account

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.](#)

Create Account

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This screenshot shows the "PowerSchool" login page with the "Sign In" tab selected. Below the tab, the heading "Student and Parent Sign In" is displayed. There are input fields for "Username" and "Password", followed by a "Having trouble signing in?" link and a blue "Sign In" button. A red arrow points from the "Create Account" tab in the previous screenshot to this one.

PowerSchool

Sign In Create Account

### Student and Parent Sign In

Username

Password

Having trouble signing in?

Sign In

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4. Fill in your Create Parent Account information and then link each of your students to this account by using the Access Id and Access Password information sent from each of their schools.

- The email address must be unique.
- Username may not contain symbols, so do not use the email address.
- Password must be at least 6 characters and may not contain apostrophe's.
- Access ID and Access Password are at the top of each student's letter.
- Relationship – your relationship to the student... that is mother, father, parent, guardian, etc.
- Click on Enter once you are sure you have all information entered correctly.
- Your account is now ready to use.

The screenshot shows the PowerSchool web interface. At the top is a blue header with the 'PowerSchool' logo. Below it is a section titled 'Create Parent Account' with a light blue background. This section contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. Below these fields is a note: 'Password must: -Be at least 3 characters long'. Underneath the 'Create Parent Account' section is a section titled 'Link Students to Account'. This section has a heading: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. It contains three numbered forms (1, 2, and 7) for linking students. Each form has fields for 'Student Name', 'Access ID', 'Access Password', and 'Relationship' (a dropdown menu with '-- Choose' selected). At the bottom right of the 'Link Students to Account' section is a blue 'Enter' button. At the very bottom of the page, there is a small copyright notice: 'Copyright© 2005 - 2014 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

5. Remember your username and password. You will use these from now on to log into your child/children's account. This username and password will remain active until your child/children are no longer enrolled in Cumberland County Public Schools.

**NOTE:**

**A separate SchoolMessenger account is no longer necessary. Once you have created your PowerSchool account you will also have access to your student(s)' SchoolMessenger account. By clicking on the SchoolMessenger icon in the left column you will be taken to that account.**