

## NEW to PowerSchool?

### Creating Your PowerSchool Parent Portal Account

**NOTE:** The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Launch a web browser (Internet Explorer, Safari, FireFox, or Chrome) and go to PowerSchool Parent Portal

Click on the **Create Account** tab to and get started.

Creating an account requires 2 steps: creating the actual account and linking students to the account.

The screenshot shows the 'PowerSchool' logo at the top. Below it are two buttons: 'Sign In' and 'Create Account'. The 'Student and Parent Sign In' section contains a 'Username' field, a 'Password' field, and a 'Sign In' button. A link 'Having trouble signing in?' is located below the password field. At the bottom, there is a copyright notice: 'Copyright © 2003 - 2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

The screenshot shows the 'PowerSchool' logo at the top. Below it are two buttons: 'Sign In' and 'Create Account'. The 'Create an Account' section contains a paragraph: '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](#)'. Below this is a 'Create Account' button. At the bottom, there is a copyright notice: 'Copyright © 2003 - 2014 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

### Create Account

#### Enter your information:

- First Name (John)
- Last Name (Smith)
- Unique Email account
- Unique login name (smithj)
- Password (something you will remember)

### Link Students

From your parent letter, enter the student access ID and access Password for each individual student. You may have 2 or more letters.. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered, scroll to the bottom and click on Enter to Submit your information. You will be taken back to the Log in screen. Log in with your new user name and password to make Demographic changes to your Address, Phone, Emergency Contacts, etc.

### PowerSchool

#### Create Parent Account

First Name

Last Name

Email

Desired Username

Password

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 want to add to your Parent Account.

1

Student Name

Access ID

Access Password

Relationship

Choose

2

Student Name

Access ID

## Already created a Parent Account in PowerSchool?

### NEED to ADD another student to your Account?

#### How to Add a Student to Your Parent Account

**NOTE:** The Access ID and Access Password for your student should be protected. Only provide this information to individuals who need to monitor your student's progress.

Launch a web browser (Internet Explorer, Safari, FireFox, or Chrome) and log in to the PowerSchool Parent Portal

- On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.
- Click the **Students** tab.



#### Account Preferences - Students

Profile | Students

Add

#### My Students

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

- On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears. Enter the following
- Student Name
- Access ID
- Access Password
- Relationship
- Click Submit. The newly added student appears under My Students. Use the dropdown menu to toggle between students.

The screenshot shows a web interface titled "Account Preferences - Students". Below the title is a sub-header "Add Student". There is a form with four fields: "Student Name", "Access ID", "Access Password", and "Relationship" (with a dropdown arrow). At the bottom right of the form are "Cancel" and "Submit" buttons. A large blue arrow points to the "Add" button in the top right corner of the dialog box.

## Navigation Bars

The navigation bars appears on the top and the left-hand side of the PowerSchool Parent Portal start page, and is common to every page in the application.

**PowerSchool Logo** - Click to return to the start

**Logout** - Click to log out of PowerSchool Parent Portal.

PowerSchool

[Help](#) | [Sign Out](#)

Jaldynne

**Student** - Select between students by clicking on name

**Printer icon** - Click this icon to print the current page for your records.