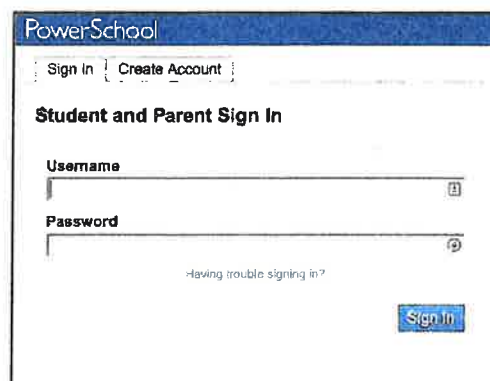


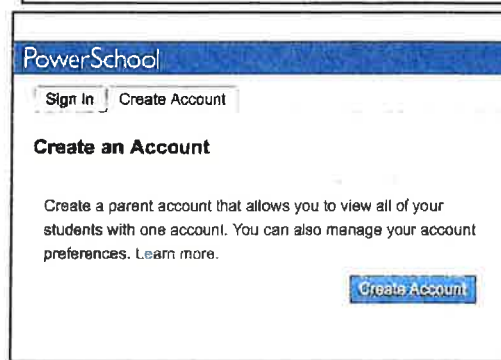
## To Create a PowerSchool Single Sign-On Account:

- 1) Launch any web browser. (EX. Internet Explorer, Firefox, Safari, Chrome)
- 2) Enter the web address provided by your school administrator.
- 3) In the dialogue window click the "Create Account" tab.
- 4) In the next dialogue window Click the blue "Create Account" button.
- 5) Fill in the **Create Parent Account** portion at the top of the screen.
  - ~Enter First Name.
  - ~Enter Last Name.
  - ~Enter Email address (must be unique).
  - ~Enter a User Name (must be unique).
  - ~Enter a password (at least six(6) characters).
  - ~Re-enter the password.
- 6) In the **Link Students to Account** portion of the screen enter:
  - ~Your child's name.
  - ~Enter the Access ID and Password provided by the school, which is unique to each student.
  - ~Enter your relationship to the student.
  - ~Enter additional children.Up to seven children can be entered on this screen. If more children need to be added, create the account, and add additional children after you log in to the account.
- 7) Click the Enter button when all students associated to you have been entered. You will be redirected to the login screen where you can now log in to PowerSchool.

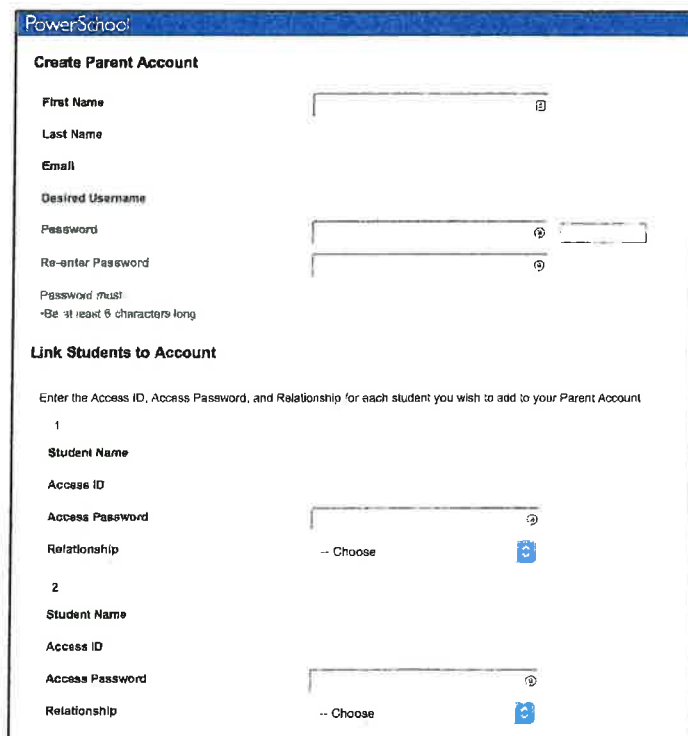
If you have any issues creating an account, Please contact the School's Office at: 579-4160.



The screenshot shows the PowerSchool login page. At the top, there are two tabs: "Sign In" and "Create Account". The "Sign In" tab is selected. Below the tabs, the heading "Student and Parent Sign In" is displayed. There are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Having trouble signing in?". At the bottom right, there is a blue button labeled "Sign In".



The screenshot shows the PowerSchool "Create an Account" page. At the top, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected. Below the tabs, the heading "Create an Account" is displayed. There is a paragraph of text: "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." At the bottom right, there is a blue button labeled "Create Account".



The screenshot shows the PowerSchool "Create Parent Account" and "Link Students to Account" page. The "Create Parent Account" section is at the top and includes input fields for "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". Below the "Re-enter Password" field, there is a note: "Password must: -Be at least 6 characters long". The "Link Students to Account" section is below and includes a heading "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". There are two numbered sections for adding students. Each section has input fields for "Student Name", "Access ID", "Access Password", and a "Relationship" dropdown menu. The "Relationship" dropdown menu has a blue button next to it.