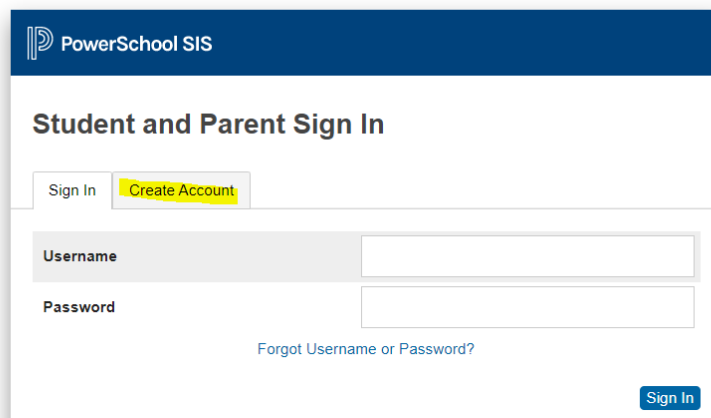


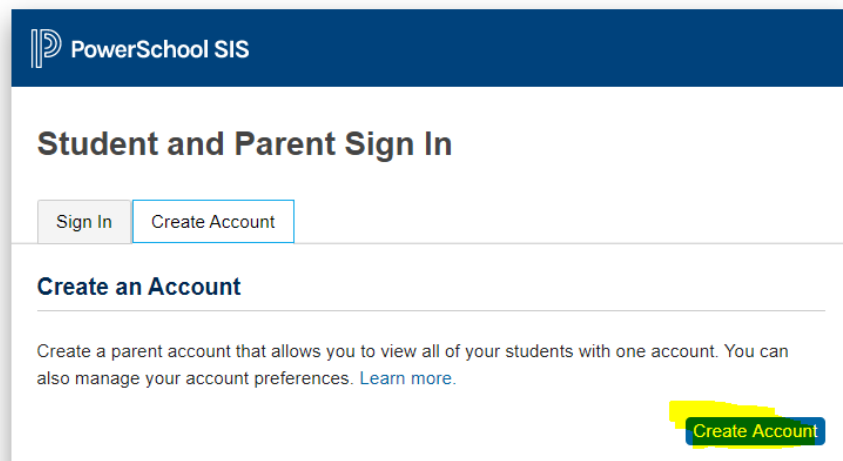
CREATING AN ACCOUNT FOR PARENT PORTAL

Before you begin, make sure you have received your confidential Access ID and Password assigned to you for each child, issued by the school.

Click Create Account



A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a dark blue header with the PowerSchool SIS logo and name. Below the header, the title 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account', with the 'Create Account' button highlighted in yellow. Below these buttons are two input fields: 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form area.



A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page, showing the 'Create Account' button highlighted in yellow. The page layout is identical to the previous screenshot, but the 'Create Account' button is now the primary focus. Below the sign-in options, the heading 'Create an Account' is visible, followed by 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.](#)' A 'Create Account' button is highlighted in yellow at the bottom right of the page.

The following screen will open:



PowerSchool SIS

Create Parent Account

Parent Account Details

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

Password must: *Be at least 8 characters long

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	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose ▼

The first section on this page, “Create Parent/Guardian Account” requires you to enter the following information to establish the parent/guardian account: your First Name, Last Name, and Email Address (one only). Enter a unique User Name and a Password. The Password must be at least 8 characters. Re-Enter the Password.

The second section on this page, “Link Students to Account”, requires you to enter the following information for at least one student: Student Name (first and last name), Access ID (provided by the school), Access Password (provided by the school), and select your relationship to the student. Enter the ID and Password in these fields as they appear on your letter. These are case sensitive on this screen. Parents/guardians may enter the information for up to seven students when initially establishing their account. After entering the information for all your students, click “Enter”

If you need to add additional students, you may do so after establishing the account by logging in and navigating to Account Preferences and click Students Tab.