

# Create Parent Account

Please visit [www.chattco.org](http://www.chattco.org) and click on the link "Parent/Student Portal" then follow the instructions below.

A page named "Create Parent Account" is available in the PowerSchool Parent Portal and is accessible via Sign In page > Create Account. This link is visible only if Parent Single Sign-On is enabled. This page allows parents to establish their own parent account. The first section on the page, "Create Parent Account," is the information necessary to establish the parent's account. All fields in this section are required, and include the following:

- **First Name**
- **Last Name**
- **Email (must be unique)**
- **Desired User Name (must be unique)**
- **Password**
- **Re-enter Password**

The second section on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

- **Student Name**
- **Access ID**
- **Access Password**
- **Relationship**

Parents may enter the information for up to seven students when initially establishing their account. If they need to add additional students they can do so after establishing the account by signing in and navigating to Account Management > Students.

Common data entry errors include not completing all fields, entering an email address or user name that is already associated to another account, or entering incorrect access IDs or passwords. When this occurs, parents will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.