# PowerSchool's Parent Portal - Single Parent/Guardian Account Click on the PowerSchool link on the Ridgedale Local Schools webpage (www.ridgedaleschools.org)

#### or

# go to https://ps-ri.treca.org/public

#### THE BASICS

- Create an account Click on blue box "Create Account" at the bottom of the page
  - First Name (Enter Parent's Name), Last Name (Parent's Name), and Email
  - > Desired User Name (create your own, must be unique, and cannot be repeated in PowerSchool)
  - Password (create your own, at least 6 characters, lower case, upper case, and numbers)
  - Re-enter Password

#### Link Students to Account

- > Student Name Enter student's first then last name on the same line
- Access ID- use ID that was in your letter (this is a parent account, student's have separate accounts)
- Access Password use Password that was in your letter ALL CAPS (this is a parent account -student's have separate accounts)
- > Relationship select from a dropdown list (just click the downward arrow on right side)
- > You may enter all of your children (even if they are in different schools within the district)
- Click "enter"
- Each child's name will appear in a tab just below the PowerSchool logo (you can click the blue highlighted tabs to access information on each child)

## TO ADD CHILDREN TO YOUR ACCOUNT

- Account Preferences Tab (upper right)
  - > To add a child, click "Students" tab
  - Click "add"
  - > Type in first and last name
  - Enter Access ID and Access Password, then select a relationship (drop down menu)
  - Click "Submit"

### TO RECEIVE WEEKLY REPORTS

#### Email Preferences

- Click "Email Notification" in the Navigation Bar on the top of the page
- > Select the information you would like to receive by clicking the box to the left of the information
- Decide how often you want reports sent to your email (click the dropdown menu)
- You can add more than one email account (if you want)
- You can apply setting to all of your students or only certain ones
- Click "Submit"
- ➤ A green bar toward the top of the screen signifies that changes were confirmed

#### TO ACCESS TEACHER COMMENTS

- Click "Teacher Comments" from the Navigation Bar
- View general comments made by teachers
- > To email a teacher just click on the teacher's name in blue
- > To view comments regarding individual assignments
  - Click "Grades and Attendance" from the Navigation Bar
  - Click on the blue number that represents the class percentage
  - If a teacher has given a comment on an assignment, the assignment grade will be blue – click on the blue grade to read the comment