

## How to Create a Parent Account (once you have your Access ID and password)

In order to create an account, you must have the Access ID and Password for at least one student enrolled in school.

When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. The Access ID and password will be mailed from the ABSS district office on the first workday of your school.

If you do not have this information or have questions, contact your school.

1. Open your Web browser to your school's PowerSchool Parent Portal URL.  
The Parent Sign In page appear.
2. Click **Create Account**.  
The Create Parent Account page appears.
3. Enter information in the Create Parent Account section:
  - First Name
  - Last Name
  - Email  
**Note:** The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations.
  - Desired Username  
Enter the username you would like to use when signing in to the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
  - Password
  - Click Enter. The Parent Sign In page appears.  
This page serves as the central point from which you begin your PowerSchool Parent Portal session.
  - Now you are ready to link your student(s)