

# Hamilton Community Schools

903 SOUTH WAYNE STREET HAMILTON, IN 46742



## Parent User ID Maintenance

**Hamilton Community Schools PowerSchool Code: XBQF**

### Getting Started – New Parent ID Creation

The first step towards accessing your student(s) PowerSchool information is creating a Username and associating it with your students' Access ID and Password. Please follow the listed steps to create a Username and associate it to a student(s).

#### How to Create Your PowerSchool Username?

1. Open your Web browser and go to [www.hcs.k12.in.us](http://www.hcs.k12.in.us) Scroll to the QUICKLINKS section near the bottom of the page and select the *PowerSchool* option. You are now in the PowerSchool Student and Parent portal. The *Student and Parent Sign In* page appears. (Note: If the Parent and Student Sign In page does not automatically appear, click the Sign In tab.)
2. Click *Create Account?*
3. Click *Create Account* in the lower right corner of the popup window.
4. The *Create Parent Account* page appears.
5. Please enter all requested information in the *Parent Account Details* section
  - a. Passwords are case sensitive.
6. Proceed to the *Link Students to Account* section
7. Enter the Name, Access ID, and Password information found on the Parent Access ID Information sheet in the respective fields.
  - a. Access ID and Password are case sensitive.
8. Select Relationship from the options offered in the dropdown menu.
  - a. Repeat steps 7 and 8 for each student you have an information sheet for.
9. Scroll to the bottom of the screen and click Enter.
10. You are now ready to log in with the ID and Password you just created.

### Forgotten Username

If you have forgotten your PowerSchool Student and Parent portal username, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your current username. Once you provide your email address, your current user name will be sent to your email.

#### How to Recover Your Username

11. Open your Web browser and go to [www.hcs.k12.in.us](http://www.hcs.k12.in.us) Scroll to the QUICKLINKS section near the bottom of the page and select the *PowerSchool* option. You are now in the PowerSchool Student and Parent portal. The *Student and Parent Sign In* page appears. (Note: If the Parent and Student Sign In page does not automatically appear, click the Sign In tab.)
12. Click *Forgot Username or Password?* The *Recover Account Sign In Information* page appears.
13. Click the *Forgot Username?* tab.
14. Enter your email address in the first field.
15. Click Enter. A confirmation message appears indicating an email has been sent to you with your current username. Please check your email to find your username for PowerSchool.

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## Forgotten Password

If you have forgotten your PowerSchool Student and Parent portal password, you will be unable to sign in to the PowerSchool Student and Parent portal. Use this procedure to recover your password. Once you provide your user name and email address, the system authenticates your information and sends a security token to your email address. Using the security token, you can then sign in to the PowerSchool Student and Parent portal, where you will then be required to change your password. For more information, see *How to Reset Your Password*.

Note: The security token is only valid for 30 minutes. If it expires before you can reset your password, perform the *How to Recover Your Password* again.

### How to Recover Your Password

1. Open your Web browser and go to [www.hcs.k12.in.us](http://www.hcs.k12.in.us). Scroll to the QUICKLINKS section near the bottom of the page and select the *PowerSchool* option. You are now in the PowerSchool Student and Parent portal. The Student and Parent Sign In page appears. (Note: If the Parent and Student Sign In page does not automatically appear, click the Sign In tab.)
2. Click *Forgot Username or Password?* The Recover Account Sign In Information page appears.
3. Click the *Forgot Password?* tab, if needed.
4. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
Email Address	Enter your email address.

5. Click *Enter*. A confirmation message appears indicating an email has been sent to you with instructions for resetting your password.
6. Open the email, once received, and click the link in the email. The Recover Password page appears.
7. Use the following table to enter information in the fields:

Field	Description
Username	Enter your username.
New Password	Enter your new password. Please follow any complexity rules that are listed.  Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to PowerSchool without contacting Kelly Shafer at Hamilton Community Schools. ( <a href="mailto:kelly.shafer@hcs.k12.in.us">kelly.shafer@hcs.k12.in.us</a> )
Confirm New Password	Enter your new password again to verify it is the same as entered for <i>New Password</i> .

8. Click *Enter*. The start page appears.