PowerSchool Parent Portal Login Instructions

Each new parent must create an account this fall to use PowerSchool. You will need an Access ID & an Access Password in order to create your NEW account. This can be obtained from the school's office. This feature of PowerSchool will allow each parent and student to have his/her own username and password. It will also allow parents of multiple children to combine accounts, and gives the ability for a parent to allow a grandparent, guardian, divorced parent, or other designee the ability to have access to the child's grades. The person just needs to have the original Access ID and password to create an account for the child.

Here are the directions:

1. Open a web browser to the PowerSchool Parent Portal.

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. Learn more
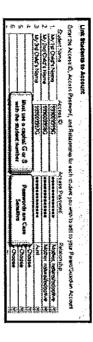
2. Go to the bottom of the parent portal page and create your account by clicking on the blue "Create Account" button.

3. In the Create Parent/Guardian Account section, fill in all of the boxes, including your newly created username and password. Symbols are allowed in the password but not the username.

Create Parent/Guardian Account

First Name	
E-mail	
Desired User Name	
Password	
Re-enter Password	

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

	Student Name	Access ID	Access Password	Relationship
1.	My 1st Child's Name	555000556	************	Mother, natural/adoptive
2.	My 2nd Child's Name	555000560	************	Mother, natural/adoptive
3.	My 3rd Child's Name	555000570	************	Aunt
4.				Choose
5.				Choose
6.				Choose

Must use a capital G or S with the student number
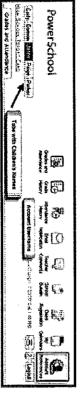
Passwords are Case Sensitive

4. At the bottom of the page in the Link Students to Account section, there will be enough spaces to include up to seven names of children. You must know the Access ID and Access Password that was formerly used in PowerSchool for each child's account. If you are setting up a Guardian account, the former Access ID ends in G. If you are setting up a Student account, the former Access ID ends in S. If you do not know the Access ID and Access Password, please contact the school office of attendance for each child for assistance.

Make sure you type the LOGIN ID and Password correctly, both fields are CASE SENSITIVE.

5. Click Enter to create your new account.

6. You will now need to login to the system using your new username and password.

7. You now have the name of your child or all of your children's names on tabs in the upper left corner under the PowerSchool logo.

8. To view each child's grades and attendance click on the correct child's tab and the grades/attendance will appear for that child.

PowerSchool

[Grades, Quick Report Email Attendance]

Navigation: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, Account Preferences

Account Username
Tabs with Children's Names

9. During Report Card availability time, the report card link will display below the name tab of your child/children. You will need to click on the correct child's name tab to view his/her report card for printing.

10. To change your username or password OR to add additional children to your account click on the Account Preferences button in the top right corner of screen. The window will open in Profile view and allow you to change your username or password. Click on the Student link (upper left corner of Profile screen) to add more children to your account.

REMINDER: Until you create your new account the login screen at the top of the parent portal page will not work.