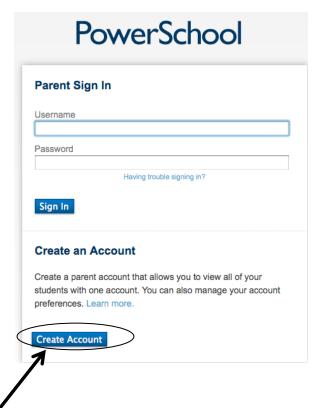
## You can obtain your ID and password from your student's school

## PowerSchool Parent Portal Access - Account Setup Instructions

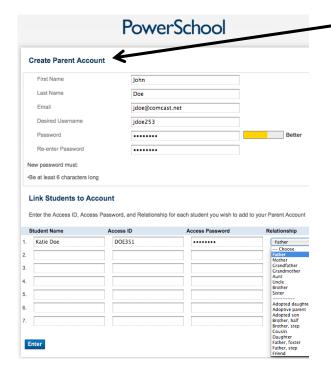
PowerSchool allows parents to create a single sign on account where they can add and then view all their student's information in their single login account (even if the students attend different schools). When a parent's single sign on account is created, an access code and password for each student must be entered. These codes will be provided to you from your child's attending school for each of your children.

Please follow the instructions below carefully to create and link your students to your account.

1 Access the Parent Portal at http://96.4.208.125/public. There are links on the district and school websites as well. The following screen will appear:



Click on the "Create Account" button and you will be directed to the account creation page seen below:



In the Create Parent Account portion of this form enter the following information:

Your First Name:

Your Last Name:

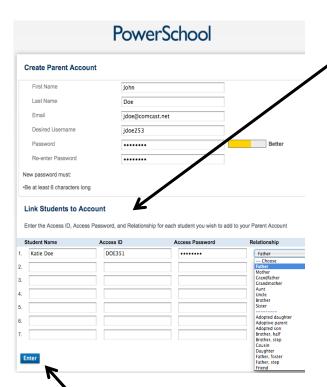
Your Email Address:

The email address must be unique. If Parent or Guardians share the same email address, you should only set up one parent access account and you can only login and access one at a time. If you have different email addresses you can set up another account with that email address.

Desired User Name: Enter your choice, no apostrophes or email addresses - must be in lower case letters.

Password: Again, enter your choice must be at least 6 characters and all lowercase.

Re-Enter Password: Re-enter the same password to verify.

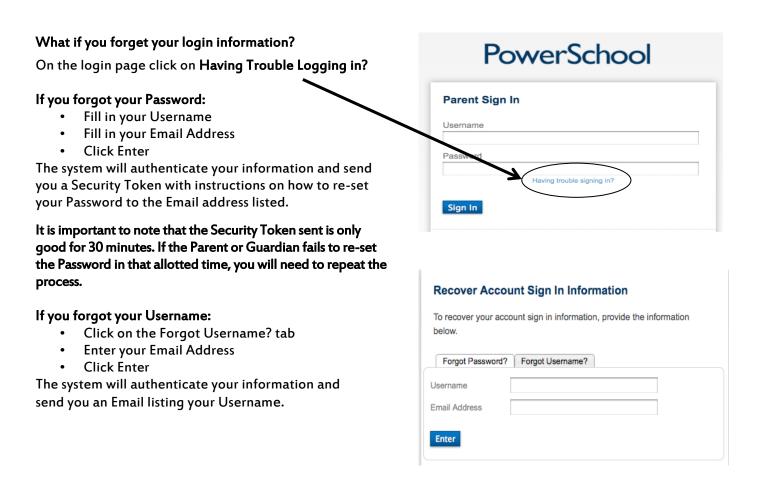


This is where you will setup access to ALL your students.

- •Enter the Name of each Student you wish to associate with.
- •Enter the Access ID and Access Password you were given from your child's school. NOTE: the access ID and access password must be entered exactly as it appears on the form provided by the school.
- •Select the relationship you are to the student.

**NOTE:** Should you enter something incorrectly, when you hit Enter, the Edit checks will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information in its entirety before the record is created.

Click **Enter** when you have completed entering all the information for your student and you will receive a confirmation that your account was created and you are ready to login. If you do not have all of your student's access information at this time, you are able to add students after the account is created.



## How to Add a Student to Your Parent Account

Use this procedure to add one or more students to your parent account. You will need an Access ID and Access Password which was provided to you by your child's school.

On the start page, click on the Account Preferences link from the navigation menu on the left. The Account Preferences – Profile page appears.

Click the Students tab.

On the Students tab, click the Add icon to add a student to your parent account.

The Add Student dialog appears.



Enter information in the following fields listed in the table:

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account.
	<b>Note:</b> Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.
Access ID	
	Enter the unique access ID for the student provided to you from your child's school.
Access Password	
	Enter the unique access password for the student provided to you from your child's school.
Relationship	Indicate how you are related to the student by choosing the appropriate association for
·	the pop-op menu.

Click **Submit**. The Add Student Dialog closes. The newly added student appears under **My Students**. Additionally, an account changes confirmation email is sent to your email address.