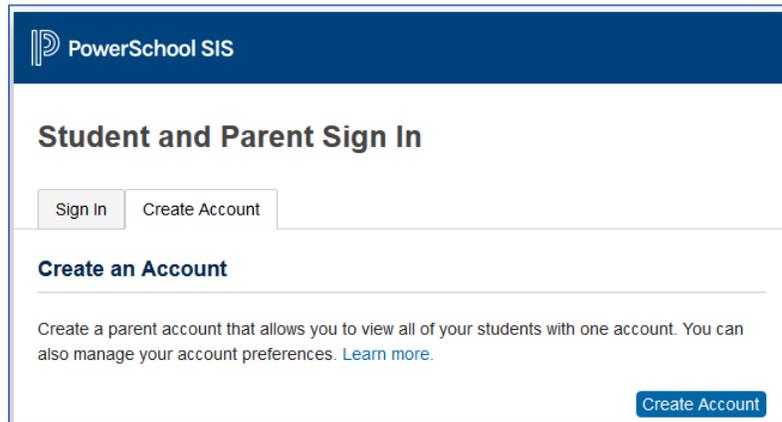


Creating a New PowerSchool Parent Portal Account

Once you have been provided with the Access ID(s) and Access password(s) for your student(s) you can set up your Parent Portal account.

1. In a web browser, go to the **PowerSchool Student and Parent Portal Sign In** page for your school district.
2. Select the **Create Account** tab.
3. Click the **Create Account** button.



4. Fill in the **Parent Account Details** information. Please take note of the password requirements listed on the **Create Parent Account** screen which display under **Re-enter Password**.

Parent Account Details

First Name – Enter your first name.

Last Name – Enter your last name.

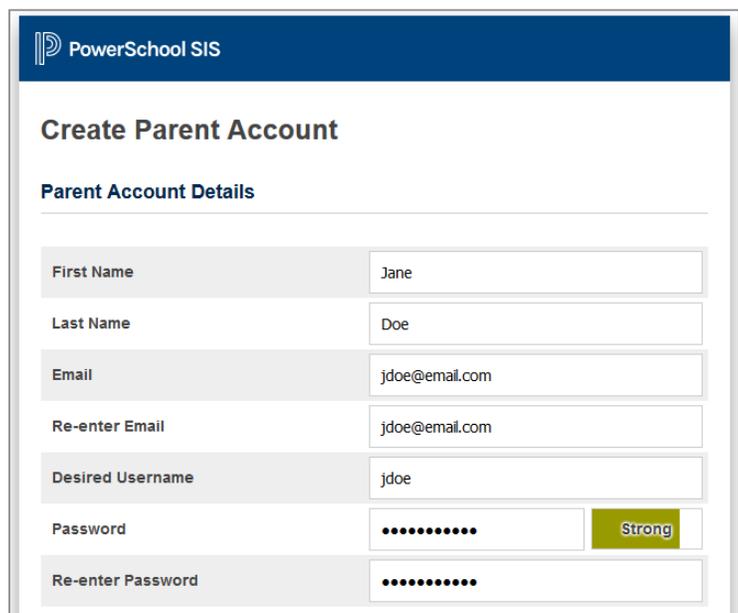
Email – Enter your email address. This will be used for portal account verification, student notifications (parents can sign up for email reports on their student(s) grades, assignments and attendance) and correspondence related to your parent account including retrieving a forgotten username or password.

Re-enter Email – Re-enter the same email address.

Desired Username – Enter username. This will be your parent portal username.

Password – Enter a password. The password must be a minimum of 8 characters and is case sensitive. This will be your parent portal password. *If there are additional password requirements, those show beneath Re-enter Password.*

Re-enter Password – Re-enter the same password.



Link Student(s) to Account – you must link your account to at least one student.

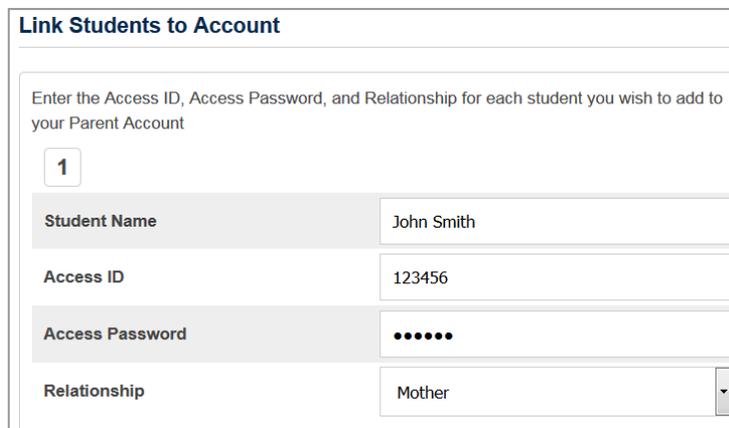
You can link up to 7 of your students from this screen, but will need the Access ID and Access Password for each student.

Student Name – Enter the first and last name of the student you wish to link to.

Access ID – Enter the Access ID exactly as it appears on the letter you received.

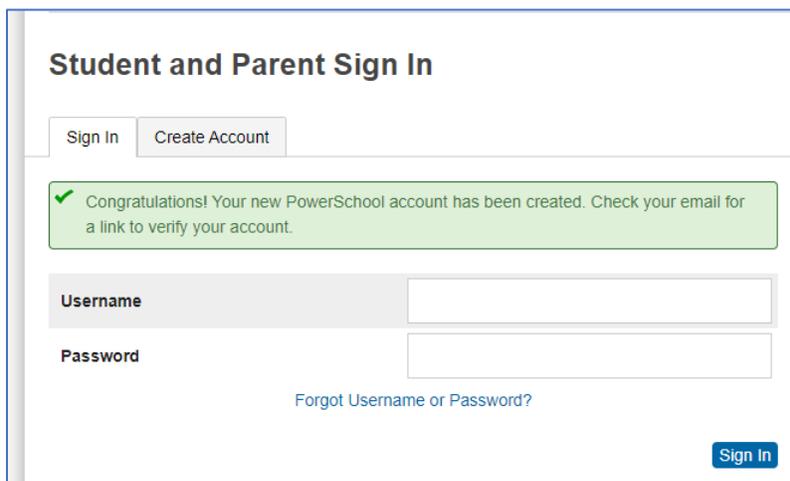
Access Password – Enter the Access Password exactly as it appears on the letter you received.

Relationship – Select your relationship to the student.



The screenshot shows a web form titled "Link Students to Account". At the top, it says "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". Below this is a small box containing the number "1". The form has four rows of input fields: "Student Name" with the value "John Smith", "Access ID" with the value "123456", "Access Password" with masked characters "•••••", and "Relationship" with a dropdown menu showing "Mother".

5. If needed, link additional students to your account.
6. Once you have entered the required information click the **Enter** button at the bottom of the page.
7. You will be returned to the **Student and Parent Sign In** screen where a message should display indicating your new PowerSchool account has been created and to check your email for a link to verify your account.



The screenshot shows the "Student and Parent Sign In" screen. At the top, there are two buttons: "Sign In" and "Create Account". Below them is a green message box with a checkmark icon that says "Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account." Below the message are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right, there is a blue "Sign In" button.

8. Go to the email account used to create the portal account. Click the link in the PowerSchool Account Verification email to verify your account. Clicking this link will take you to the **Student and Parent Sign In** page.
9. Log in to the portal by entering the self-created username and password and clicking **Sign In**.

Once the parent account is created, parents can download the PowerSchool Parent and Student mobile app and log in using the username and password they created up when setting up their new Parent Portal account.