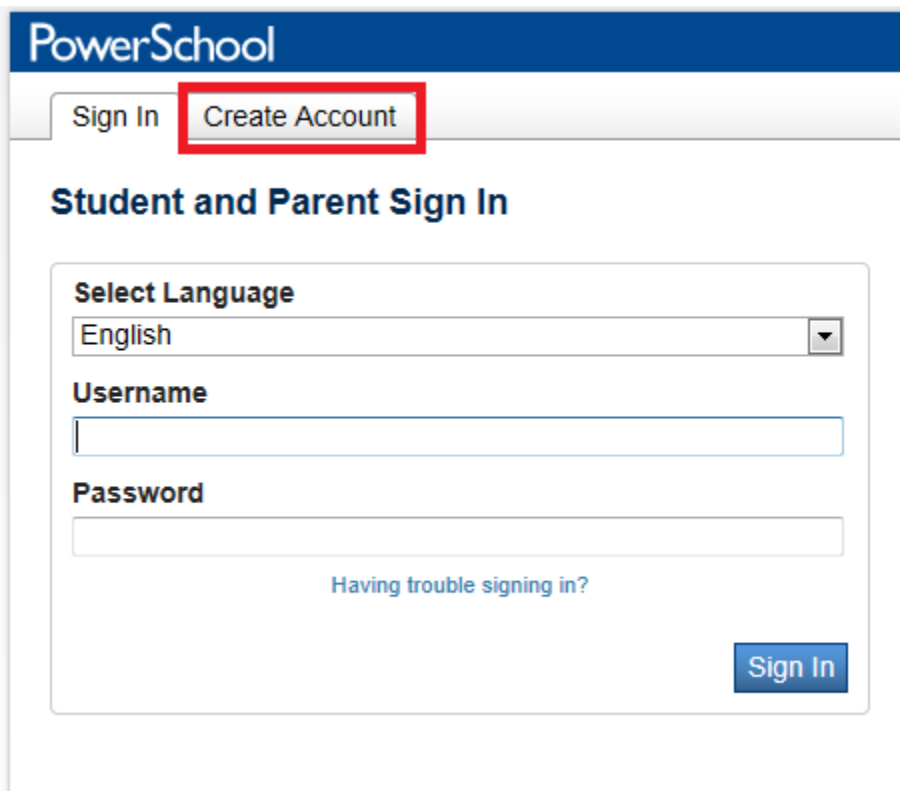


CREATE USER ACCOUNT ON THE POWERSCHOOL PARENT PORTAL

The Parent Portal has been changed to allow Parents/Guardians to create their own account on the PowerSchool Parent Portal. This will also allow parents who have more than 1 child in the district to access all their children from 1 account. The old parent username and passwords will no longer work. You must follow the directions below to create a new account that will allow you access to the Parent Portal. You will need your old usernames and passwords to link your children with your account.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Create Account**. The Create Parent/Guardian Account page appears.



The screenshot shows the PowerSchool Parent Portal interface. At the top, there is a blue header with the 'PowerSchool' logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red rectangular box. Below the buttons, the heading 'Student and Parent Sign In' is displayed. Underneath, there is a 'Select Language' dropdown menu with 'English' selected. Below the language menu are two input fields: 'Username' and 'Password'. At the bottom of the form area, there is a link that says 'Having trouble signing in?' and a blue 'Sign In' button.

Use the following table to enter information in the Create Parent/Guardian Account section:

Field	Description
First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see <i>Email Notifications</i> .

Desired User Name	Enter the user name you would like to use when logging into 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	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the Password field.

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

- Be at least 6 characters long

Use the following table to enter information in Link Students to Account section:

Field	Description
Student Name	Enter the first and last name of the student you want to add to your account. Note: 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. This is ID you used previously to log into the Parent Portal for this student. Note: If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. This is password you used previously to log into the Parent Portal for this student.

	Note: If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

Link Students to Account

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

1	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose <input type="button" value="v"/>

2	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose <input type="button" value="v"/>

3	Student Name	<input type="text"/>
	Access ID	<input type="text"/>
	Access Password	<input type="text"/>
	Relationship	-- Choose <input type="button" value="v"/>

Once you have finished entering all the information for the student's that will be linked to your account scroll to the bottom of the page and click Enter.

Once you have successfully created your account you will be back at the login screen, here you will enter the new username and password you just created, the click Sign In

[Sign In](#)[Create Account](#)

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Student and Parent Sign In

Select Language
English

Username
DonaldDuck

Password
●●●●●●●●

[Having trouble signing in?](#)

After signing in, you will be able to access the information for all the students linked to your account by clicking the student's name in the top left corner of the screen.

Dewey Huey Louie

Navigation

Grades and Attendance

Grades and Attendance: Duck, Dewey