

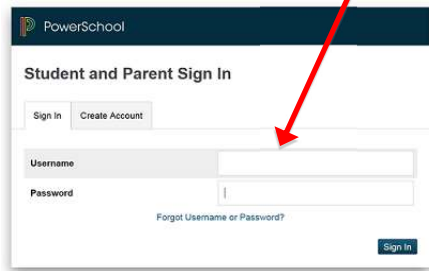
Setting up a Parent Account for PowerSchool

Step 1:

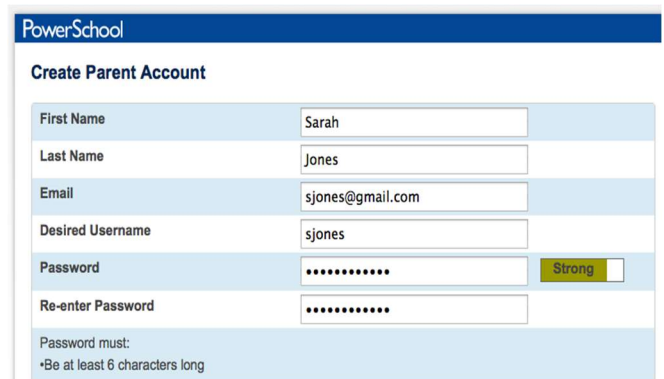
Open your internet browser to the PowerSchool Parent Portal: <https://ps.ms281.org/public/pw.html>

Step 2:

First thing to do is: **Create an Account**



The screenshot shows the PowerSchool login page with a 'Create Account' button highlighted by a red arrow. The page includes fields for Username and Password, and a 'Sign In' button.



The screenshot shows the 'Create Parent Account' form with the following fields: First Name (Sarah), Last Name (Jones), Email (sjones@gmail.com), Desired Username (sjones), Password (masked with dots), and Re-enter Password (masked with dots). A 'Strong' password indicator is visible. A note at the bottom states: 'Password must: •Be at least 6 characters long'.

Step 3:

To create a parent/guardian account, you will enter the following information:

- **Name** – Your first and last name
- **Email** – Student notifications and correspondence related to your parent/guardian account will be sent to this email.
- **Desired User Name** – Your user name is your unique PowerSchool identity
- **Password** – Your password must be at least 6 characters long

Student Access Information – Information for a minimum of one child. This includes the **Parent Access ID and Access Password** for each child, and your relationship to the student. (his/her information is included with this letter). **The Access ID and Password are case sensitive.**

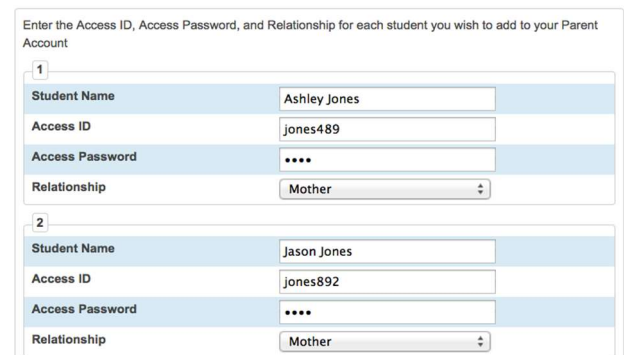
Once you have created the account and added your child(ren), click Enter. You then will be directed back to a login screen where you will log in using the **new login and password** that you just created.

After logging in you will see the main Parent Portal screen. Across the top you will see a separate tab for each child you have connected to your account. On the left navigation bar there are links providing information about grades, attendance, email notification, fee/lunch balances, honor roll, demographic info.

Clicking on **Account Preferences** in the left navigation bar brings you to an Account Preferences - Profile screen. Here you can change your email, user name, or password.

Selecting the **Students tab** from the Account Preferences screen takes you to a screen where you can add additional children to your account. Once again you will need to know the original **Parent Access ID and Access password** for that student. This information will be sent home by the school.

Link Students to Account



The screenshot shows the 'Link Students to Account' form with the following fields: Student Name, Access ID, Access Password, and Relationship. Two student entries are shown: Ashley Jones (Access ID: jones489) and Jason Jones (Access ID: jones892). Both are listed with a 'Mother' relationship.

FAQ's:

1. Does my student now have to use my Parent Log-In to access PowerSchool?

Answer: No. The student may continue to use his/her own Username and Password to access just his/her own PowerSchool information. You will notice that the students and parents use the same Log-in page. However students and parents have different usernames and passwords when logging in to PowerSchool.

2. I cannot remember the Parent Log-In Username and/or Password that I created. Does the District have this information?

Answer: The district is able to see what you chose for a username. However they will not be able to see what password you chose. If you cannot remember your password, the district can reset your password for you. You will log in with the new password the district setup, but you then will be asked immediately to change the password to one of your choice.

3. Can my spouse and I each have our own Single Log-In for Parents accounts?

Answer: Yes. You can each create your own account independent of one another.

4. Does this mean anyone can access my student's account?

Answer: No. Generally speaking, only parents/guardians will be given the student's private Access ID and Access Password, which is necessary to add a student to your account. There may be special circumstances whereby another person is requested by the student's parents or guardians to be allowed access to a student's information. If you have any questions about allowing someone other than the parents and/or guardians listed on the student's enrollment sheet to have access please contact school to request this. The District observes the rules of the Federal Educational Rights and Privacy Act.

5. Which Username and Password do I use as my Access ID and Access Password, in order to properly link my students to my new Parent Account?

Answer: The Access ID and Password necessary for linking your students to your Parent Account are available through your school's office secretary

-- Note that once you have entered the Access ID and Password on the line beside your student's name to link them to your account, you will no longer need it. The student will remain listed under your Parent Account indefinitely. --

6. Will my Username and Password on my Parent Account change each year?

Answer: No. The Parent Account will remain accessible through the Username and Password that the parent created. You may change your own Username or Password at anytime by choosing "Account Preferences" and selecting the editing tool.