

How to Sign Up for the Portal – for Parents & Guardians

Quick Reference Guide

PowerSchool's Parent Portal has single sign-on for parents/guardians, which means you now have your own individual parent/guardian account, including user name and password. Your child's school provides you with a letter (one letter for each of your children) that contains the following information for your child:

- The Parent Portal website location: < **website address** >
- The confidential Access ID: < **access ID** >
- A confidential Access password: < **access password** >

Follow these steps to create an account for the Parent Portal and link your children to your account.

1. Enter the website address into your browser (e.g., Internet Explorer, Firefox, etc.).
2. Click on **Create Account**.

The screenshot shows the PowerSchool Parent Portal interface. At the top is the PowerSchool logo. Below it is a 'Login' section with a 'User Name' field, a 'Password' field, a 'Submit' button, and a link for 'Having trouble logging in?'. Below the login section is a 'Create an Account' section with a 'Create Account' button. At the bottom, there is a Pearson logo and copyright information: 'Copyright © 2005 - 2010 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

Create Parent /Guardian Account

- Enter your first and last name.
- Enter your email address; this is the email address to which all notices from the school are sent.
- Enter a user name of your choice, which you will use each time to access the Parent Portal. It is your User Name for Login to the Parent Portal
- Enter a password. As you type your password, PowerSchool determines the strength of the password and you have a visual display of the strength from weak, to better to strong. The stronger the password, the more secure it is. Choose a password that you can remember but that is difficult for others to guess.

Create Parent/Guardian Account

First Name: Mom
Last Name: Card
Email: Mom1@hotmail.com
Desired User Name: Mom1
Password: [masked] Strong
Re-enter Password: [masked]

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. Reed Card	Rcard123	[masked]	Mother, natural/adoptive
2. Dominique Card	DomCard123	[masked]	Mother, natural/adoptive
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

enter

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Linking Children to Your Account

The children you can link to your account may be your own children, foster children or any child under your guardianship.

- Enter the name of your children you wish to have access to on a separate line.

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- Enter the **Access ID** for each child, as per the letter from their school.
- Enter the **Access Password** for each child, as per the letter from their school.
- Select, from the list, your relationship to the child (e.g., “Mother, natural/adoptive”).
- Click **Enter**.

Any parent or guardian who receives a letter from the school may choose to set up their own account to monitor their children’s attendance and progress.