



# POWERSCHOOL

PowerSchool is a website which allows parents and students to access grades and attendance online, anytime – in real time! Please choose one of the following sets of instructions to get started for this school year. You will need the letter from your child’s school (one letter per child) containing his or her unique access id and password. Note: If you have a fifth, sixth, or seventh grader that was enrolled at MRIS during the previous school year, the account you set up last year is still active and no further action is required (you will not be given another access id). If you have forgotten your user and password, contact Tracy Luttrell at [tracy.luttrell@maryville-schools.org](mailto:tracy.luttrell@maryville-schools.org)

Please follow either instructions I or II:

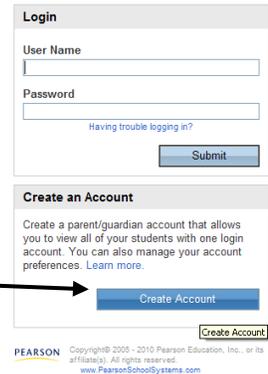
I. Setting up a **new** parent account in PowerSchool (ie: you have never used PowerSchool before). *See below.*

**OR**

II. Adding a student to an **existing** PowerSchool account (ie: you have previously used PowerSchool with your student(s) in grades 5-12 and just need to add another student(s) to the existing account).  
*See the back of this page.*

## I. Setting up a **new** parent account in PowerSchool (Skip this step and go to II on the back of this page if you already have an account and need to add a student(s) to the existing account).

1. Open your web browser and go to <http://ps.maryvillecityschools.k12.tn.us>
2. Click “Create Account”.



3. Enter your account information at the top of the screen: “Create Parent/Guardian Account”

Note: you cannot use your email address as your “desired user name” and passwords are case-sensitive.

Create Parent/Guardian Account	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired User Name	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

4. For this step, you will need the letter in your child’s Friday Folder containing your child’s unique access id and password. At the bottom of the screen, “Link Students to Account” enter information for your child or children using information **exactly as it appears on the letter.**

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. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

5. When you have entered all the information for your child or children, press the enter button at the lower right-hand corner of the screen.

\*If the user name you’ve selected is already in use, follow the prompts on the screen to select alternates.

## PowerSchool

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

Login
User Name
<input type="text"/>
Password
<input type="password"/>
Having trouble logging in?
<input type="button" value="Submit"/>

Once you’ve completed the process, you will see this screen.  
Thank you for registering with Maryville City School’s PowerSchool portal!

See the instruction below only if you are a returning user to PowerSchool, with an existing account from last school year to which you wish to add an additional student(s).



If you have a 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> grader that was enrolled at MRIS last year, the account you set up last year is still active and no further action is required. If you've forgotten your user name and password, contract Tracy Luttrell at [tracy.luttrell@maryville-schools.org](mailto:tracy.luttrell@maryville-schools.org)

## II. Follow these instructions if you have an existing PowerSchool account from a previous school year and you need to add a new student.

1. Open your web browser and go to <http://ps.maryvillecityschools.k12.tn.us>
2. Enter your existing User Name and Password and click Submit. →
3. Choose “Account Preferences” at the top of the screen.



4. Click the “Students” tab.

You should see students already associated with your account under

**My Students**

5. For this step, you will need the letter from your child’s school containing your child’s unique access id and password found on the letter in your child’s Friday Folder. Click the **Add +** button under “Account Preferences – Students”
6. Under “Add Student” enter information for your child using information **exactly as it appears on the letter.** Then click Submit.

7. Follow steps 5 and 6 to add any other additional children.

Thank you for using Maryville City School’s PowerSchool portal!