



# POWERSCHOOL

## Creating a NEW Parent Account

PowerSchool is a website which allows parents and students to access grades and attendance online, anytime – in real time! You will need the letter from your child’s school (one letter per child) containing his or her unique access id and password from a letter sent home at the beginning of school. If you still need this Access ID and Password, please contact **Patricia Jones** in the Helpdesk at [patricia.jones@maryville-schools.org](mailto:patricia.jones@maryville-schools.org).

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### Setting up a new parent account in PowerSchool

1. Open your web browser and go to <http://ps.maryvillecityschools.k12.tn.us>
2. Click “Create Account.”
3. Click “Create Account” again.
4. Enter your information at the top of the screen: under “Create Parent/Guardian Account.”

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

**Create Parent Account**

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:  
•Be at least 6 characters long

**PowerSchool**

Sign In Create Account

**Student and Parent Sign In**

Username

Password

Having trouble signing in?

Sign In

4. For this step, you will need the attached letter 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 Account

1

Student Name

Access ID

Access Password

Relationship -- Choose

2

Student Name

Access ID

Access Password

Relationship -- 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.

Once you’ve completed the process, you will see a screen that says--- Thank you for registering with Maryville City School’s PowerSchool portal!