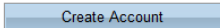

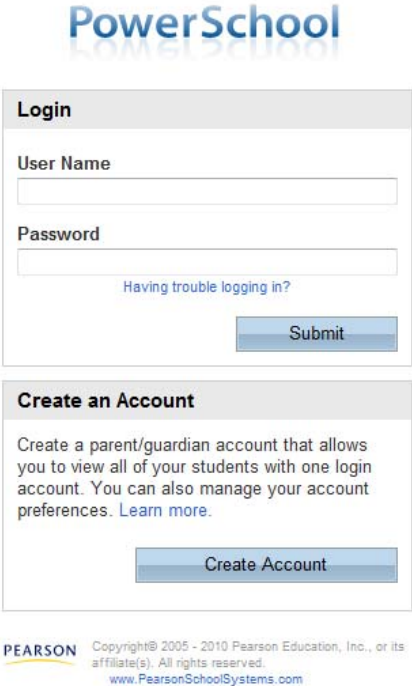


**NOTE:** *New directions for accessing the Parent Portal using Single Sign On*

| PROCESS STEPS   | SCREEN SHOTS  |
|---|---|
| <p>Launch a web browser (Internet Explorer, Safari, or FireFox) and go to PowerSchool Parent Portal URL:</p> <ul style="list-style-type: none"><li>• <a href="http://haverfordsd.org/public">http://haverfordsd.org/public</a><br/><b>(NO www at the beginning)</b></li></ul> <p>If this is your first time to this screen you must click  to setup your account and get started.</p> <p>If you have already created an account enter your user name and password and click </p> |  <p>The screenshot shows the PowerSchool Parent Portal interface. At the top is the 'PowerSchool' logo. Below it are two main sections: 'Login' and 'Create an Account'. The 'Login' section has input fields for 'User Name' and 'Password', a 'Submit' button, and a link for 'Having trouble logging in?'. The 'Create an Account' section has a 'Create Account' button and a brief description of the account type. 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'.</p> |

Creating an account requires 2 steps: creating the actual account and linking a student to the account.

**Create Account**

Enter the following:

- First Name
- Last Name
- Unique Email account
- Unique login name
- Password

**Link Students**

You must know the students access ID and access Password to link them. Enter the following to make the link:

- Students name
- Access ID
- Access Password
- Your relationship

Once all information is entered click on

When your account is successfully created you will see this page. Use the user name and password you entered in the previous step to login to the parent portal.

**PowerSchool**

**Create Parent/Guardian Account**

First Name: Barb  
 Last Name: Johnson  
 Email: barb123@yahoo.com  
 Desired User Name: bjohnson  
 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. Sue Johnson | sjohn     | *****           | Mother, natural/adoptive |
| 2. [ ]         | [ ]       | [ ]             | -- Choose                |
| 3. [ ]         | [ ]       | [ ]             | -- Choose                |
| 4. [ ]         | [ ]       | [ ]             | -- Choose                |
| 5. [ ]         | [ ]       | [ ]             | -- Choose                |
| 6. [ ]         | [ ]       | [ ]             | -- Choose                |
| 7. [ ]         | [ ]       | [ ]             | -- Choose                |

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**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 field]  
 Password: [input field]

[Having trouble logging in?](#)

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## Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application.

**PowerSchool Logo** - Click to return to the start

**Logout** - Click to log out of PowerSchool Parent Portal.












**Student** - Select between students by clicking on name

**Main Menu** - Contains links to PowerSchool Parent Portal functions. For more information, see Main Menu below

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

| FIELD  | DESCRIPTION   |
|--|---|
|  <p>Grades and Attendance</p> | <p>Click to view student grades and attendance for the current term. For more information, see <a href="#">Grades and Attendance</a>.</p>                 |
|  <p>Grades History</p>        | <p>Click to view student grades for the previous term. For more information, see <a href="#">Grades History</a>.</p>                                      |
|  <p>Attendance History</p>    | <p>Click to view attendance history for the current term. For more information, see <a href="#">Attendance History</a>.</p>                               |
|  <p>Email Notifications</p>  | <p>Click to set the e-mail notifications you wish to receive on a regular basis. For more information, see <a href="#">Email Notifications</a>.</p>       |
|  <p>Teacher Comments</p>    | <p>Click to view any teacher comments. For more information, see <a href="#">Teacher Comments</a>.</p>  |
|  <p>School Bulletin</p>     | <p>Click to view school announcements. <b>Some schools may not be using this feature yet.</b></p>   |
|  <p>Class Registration</p>  | <p>Click to view class registration information. This feature will not be available in 2010-11.</p>   |
|  <p>My Calendars</p>        | <p>Click to subscribe to class calendars or school calendars. <b>Some schools may not be using this feature yet.</b></p>                                  |
|  <p>Account Preferences</p> | <p>Use this feature to update account information and add/delete student associations. For more information, see <a href="#">Account Preferences</a>.</p> |
|  | <p>Additional options may be added as needed.</p>   |

## Printer Icon

In the navigation bar, under the main menu is a printer icon. Click this icon to print the current page for your records.



Click this

## Working with the Main Menu

Read this section to understand the basics of working with the main menu.

**NOTE:** You do not need to complete the activities in any particular order, but you should be familiar with all of them.

## Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

Snap-shot of last 2 weeks attendance

To view information for dropped classes, click *Show dropped classes also*

To send an email to the teacher, click the name of the teacher. *To use this function, your web browser must be properly configured.*

### Grades and Attendance

| Attendance By Class |           |   |   |   |   |           |   |   |   |    |    |   |   | Course | S1                             | Absences | Tardies |   |
|---------------------|-----------|---|---|---|---|-----------|---|---|---|----|----|---|---|--------|--------------------------------|----------|---------|---|
| Exp                 | Last Week |   |   |   |   | This Week |   |   |   |    |    |   |   |        |                                |          |         |   |
|                     | M         | T | W | H | F | S         | S | M | T | W  | H  | F | S | S      |                                |          |         |   |
| 1(A)                |           | A | A |   |   |           |   |   |   | SR | SR |   |   |        | Criminal Justice<br>Baldwin, D | B+<br>89 | 3       | 2 |
| Attendance Totals   |           |   |   |   |   |           |   |   |   |    |    |   |   |        |                                |          | 3       | 2 |

Current weighted GPA (S1):  
[Show dropped classes also](#)

Legend  
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page

To view grade detail, click a grade in the term column. The *Class Score Detail* page appears.

| Course           | Teacher    | Expression | Final Grade <sup>1</sup> |
|------------------|------------|------------|--------------------------|
| Criminal Justice | Baldwin, D | 1(A)       | B+ 89%                   |

Teacher Comments: Meets lab/classroom work experiences.

| Section Description: | Due Date   | Category | Assignment | Score   | %   | Grd |
|----------------------|------------|----------|------------|---------|-----|-----|
|                      | 06/26/2008 | WB       | WB008      | 100/100 | 100 | A   |
|                      | 06/26/2008 | WB       | WB007      | 80/100  | 80  | B+  |
|                      | 06/26/2008 | WB       | WB006      | 100/100 | 100 | A   |
|                      | 06/26/2008 | WB       | WB005      | 80/100  | 80  | D-  |
|                      | 06/27/2008 | PRC2     | Assign 1   | 80/100  | 80  | B+  |
|                      | 06/27/2008 | ATT      | ATT001     | 100/100 | 100 | A   |
|                      | 06/27/2008 | WB       | WB001      | 100/100 | 100 | A   |

Grades last updated on 7/30/2008  
<sup>1</sup> - Score is exempt from final grade. <sup>2</sup> - Assignment is not included in final grade.  
<sup>3</sup> - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

To view attendance dates click on the Absences or Tardies number.

### Dates of Attendance

Dates of all absences for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Wednesday, June 25, 2008 - A
- 1(A) - Tuesday, July 22, 2008 - A
- 1(A) - Wednesday, July 23, 2008 - A

### Dates of Attendance

Dates of all tardies for Criminal Justice Exp. 1(A) (3333.1) for Sum 07:

- 1(A) - Monday, July 7, 2008 - T
- 1(A) - Thursday, July 10, 2008 - T

## Grades History

Use this page to view quarter and semester grades for the student for the current term. As with the Grades and Attendance screen, clicking the grade in the % column will open the Class Score Detail Page.

**Class Score Detail**

| Course           | Teacher    | Expression | Final Grade <sup>1</sup> |
|------------------|------------|------------|--------------------------|
| Criminal Justice | Baldwin, D | 1(A)       | B+ 89%                   |

**Teacher Comments:** Meets lab/classroom work experiences.

**Section Description:**

| Due Date   | Category | Assignment | Score   | %   | Grd |
|------------|----------|------------|---------|-----|-----|
| 06/26/2008 | WB       | WBWK6      | 100/100 | 100 | A   |
| 06/26/2008 | WB       | WBWK7      | 80/100  | 80  | B-  |
| 06/26/2008 | WB       | WBWK8      | 100/100 | 100 | A   |
| 06/26/2008 | WB       | WBWK9      | 60/100  | 60  | D-  |
| 06/27/2008 | PROJ     | Assign 1   | 80/100  | 80  | B-  |
| 06/27/2008 | ATT      | ATTWK1     | 100/100 | 100 | A   |
| 06/27/2008 | WB       | WBWK1      | 100/100 | 100 | A   |

Grades last updated on 7/30/2008

<sup>^</sup> - Score is exempt from final grade, \* - Assignment is not included in final grade

<sup>1</sup> - This final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher.

Print Page

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade.

## Attendance History

Use this page to view attendance records for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.

**Meeting Attendance History**

| Course   | Expression | 6/23-6/29 |   |   |   |   | 6/30-7/6 |   |   |   |   | 7/7-7/13 |   |   |   |   | 7/14-7/20 |   |   |   |   | 7/21-7/27 |   |   |   |   | 7/28-8/3 |   |   |   |   | 8/4-8/10 |   |   |   |   |   |
|--|------------|-----------|---|---|---|---|----------|---|---|---|---|----------|---|---|---|---|-----------|---|---|---|---|-----------|---|---|---|---|----------|---|---|---|---|----------|---|---|---|---|---|
|  |            | M         | T | W | H | F | S        | S | M | T | W | H        | F | S | S | M | T         | W | H | F | S | S         | M | T | W | H | F        | S | S | M | T | W        | H | F | S | S |   |
| Criminal Justice<br>Baldwin, D<br>E: 6/22/08 L: 8/9/08 | 1(A)       |           | A | - | - | - | -        | - | - | - | - | T        | T | - | - | - | -         | - | - | - | - | -         | - | - | - | - | -        | - | - | - | - | -        | - | - | - | - | - |

**Legend**  
Attendance Codes: A=Absent | E=Entered | SR=School Related | T=Tardy |

## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and where to send the e-mail.

**Email Notifications : Abdi, Fatuma S**

What information would you like to receive?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

Balance Alert (Note: Will only be sent when a student is low on funds.)

How often? Never

Email Address doribaldwin@kentisd.org

Additional Email Addresses   
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Fatuma?

## Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.

**Teacher Comments\***

| Exp. | Course           | Teacher    | Comment  |
|------|------------------|------------|--|
| 1(A) | Criminal Justice | Baldwin, D | Meets lab/classroom work experiences. Please note that the Current Grade and Current % are subject to change when assignments are turned in by the end of the Quarter. The final Semester grade is made up of three components: First Quarter grade (45%), Second Quarter grade (45%), and our Final Evaluation (10%). |

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting period score for the appropriate class.

Print Page



## Account Preferences

Use this page to change account login information and add/delete student associations. To add additional students to this account you will need to know the students access ID and access password. Edit user name and password by clicking on the icon.

Profile Students

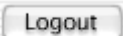
### Account Preferences - Profile

If you want to change the name, e-mail address, user name or password associated with your Parent/Guardian account, you may do so below. Please click the edit icon to make changes to your user name, or password.

|                   |   |
|-------------------|---|
| First Name:       | Dori  |
| Last Name:        | Baldwin   |
| Email:            | doribaldwin@kentisd.or  |
| User Name:        | topside  |
| Current Password: | *****    |

Cancel Save

## Quit PowerSchool Parent Portal

**W**hen finished working in PowerSchool Parent Portal, it is important to log out of the application. You can log out of PowerSchool Parent Portal from any page in the application. To log out, click  in the upper right corner of the screen.

**NOTE:** If your PowerSchool Parent Portal is inactive for 30 minutes, your session will time-out and you will be logged out automatically. If so, you need to log in again.