

Parent Portal:

1. Pull up the student in PowerSchool
2. Click Access Accounts on the left under Information
3. Under the Parent Access Accounts you will see a list of any parent portal accounts the student has tied to them:

Access Accounts

McKenzie, J | NWMS

Student Access Account

Enable Student Access

Student Username

Student Password

Student LDAP Enabled

LDAP Lookup

Access Keys

Enable Parent Access

Access ID

Access Password

Parent Access Accounts

Ginger McKenzie

4. If you do not see any names listed, the parent has no parent portal account tied to this student.
 - If they say they have been logging in, they have probably been using their child's username and password.
 - Please do NOT change the student password in PowerSchool.
 - Have the parent set up their own parent portal account.
5. Click the name of the parent
6. You will be taken to the Contact Details screen
7. Under Web Account Access click the Edit Account button

Account Enabled	Username	Account Email
<input checked="" type="checkbox"/>	ginge	ginger.i

8. You will see this screen pop in from the right:

Edit Web Account Access

Account Enabled

Username

New Password

Confirm Password

Account Email

9. From the above screen you can do the following:
 - a. Enable/disable account by checking or unchecking the Account Enabled box
 - b. See/edit the username

- c. Give a new temporary password
 - i. Passwords set here are only temporary
 - ii. The first time a parent logs in using the temporary password, it will ask them to change the password to something they want
 - iii. Passwords cannot be used more than once by a parent
 - iv. Password are case sensitive
 - v. Password must be at least 6 (six) characters long
 - d. Verify/edit the email address
 - e. Click Submit if any changes were made
10. If you need further assistance with this parent portal account call the Technology Department.
11. Please do not have the parent call us.